

# INFORMATION ABOUT PROCESSING OF PERSONAL DATA RELATED TO PROCUREMENT PROCEDURES

## 1. Context and Controller

As the Committee of the Regions' services (further referred to as "CoR") collects and further processes personal data, it is subject to Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Processing operations are under the responsibility of the Controller, indicated in the invitation to tender, regarding the collection and processing of personal data.

## 2. What personal information do we collect, for what purpose, under which legal bases and through which technical means?

### *Types of personal data*

Personal data collected and further processed concern the tenderer and its staff or subcontractors (natural persons). Information can relate to the following data:

- Name;
- Function;
- Contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address);
- Certificates for social security contributions and taxes paid, extract from judicial records;
- Bank account reference (IBAN and BIC codes), VAT number, passport number, ID number;
- Information for the evaluation of selection criteria or eligibility criteria: expertise, technical skills and languages, educational background, professional experience including details on current and past employment;
- Declaration on honour that they are not in one of the exclusion situation referred to in the Financial Regulation (see Legal bases section below).

### *Purpose*

Upon reception of your tender or request to participate by the relevant service, your personal data is collected and further processed for the purpose of the management and administration of procurement procedures by Committee of the Regions' services.

### *Legal bases*

The legal bases for the processing operations on personal data are:

- Regulation (EU, Euratom) no 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union ("*Financial Regulation*").
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union

## **Technical means**

Your personal data is provided by submission of your tender.

The information is collected in files stored in an isolated secure system. The information is processed by the Committee of the Regions personnel and might be transferred to other EU institutions in order to accomplish the public procurement procedure, under the responsibility of the Controller mentioned in the invitation to tender.

## **3. Who has access to your personal data and to whom is it disclosed?**

For the purpose detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

- Committee of the Regions staff as well as outside experts and contractors who work on behalf of the Committee of the Regions for the purposes of management of the procurement procedure and tender evaluation, and the bodies charged with a monitoring or inspection task in application of Union law (e.g. internal audits, Financial Irregularities Panel, European Anti-fraud Office - OLAF);
- Members of the public; In case you are awarded a contract by the Committee of the Regions, your personal data will be made public, in accordance with the Committee of the Regions' obligation to publish information on the outcome of the procurement procedure deriving from the budget of the European Union. The information will concern in particular your name and address, the amount awarded and the name of the project or programme for which you are awarded a contract. It will be published in supplement S of the Official Journal of the European Union and/or on the website of the Committee of the Regions.

## **4. How do we protect and safeguard your information?**

The collected personal data and all related information are stored on the premises and on the computer servers of the CoR or other participating EU institutions.

## **5. How can you verify, modify or delete your information?**

In case you wish to verify which personal data is stored on your behalf by the responsible Controller, have it modified, corrected, or deleted, please make use of the contact information mentioned in the invitation to tender, by explicitly describing your request.

Special attention is drawn to the consequences of a request for deletion, as this may lead to an alteration of the terms of the tender and lead to exclusion.

## **6. How long do we keep your personal data?**

Your personal data are kept:

- Files relating to tender procedures, including personal data, are to be retained in the service in charge of the procedure until it is finalised, and in the archives for a period of 10 years following the signature of the contract. However, tenders from unsuccessful tenderers have to be kept only for 5 years following the signature of the contract.
- Until the end of a possible audit if one started before the end of the above period.
- After the period mentioned above has elapsed, the tender files containing personal data are sampled to be sent to the historical archives for further conservation. The non-sampled files are destroyed.

## **7. Contact information**

For any questions related to your rights, feel free to contact the Controller, by using the contact information mentioned in the invitation to tender, and by explicitly specifying your request.

For any further question concerning the processing of your personal data, you can contact the Data Protection Officer at [data.protection@cor.europa.eu](mailto:data.protection@cor.europa.eu).

## **8. Recourse**

In case of conflict, complaints can be addressed to the European Data Protection Supervisor <http://www.edps.europa.eu>