

Authority for European Political Parties and Foundations

Notification of Personal Data Processing

Article 25 of Regulation (EC) 45/2001 of the European Parliament and the Council of 18 December 2000

In accordance with Regulation (EC) 45/2001, individuals whose personal data are processed by the Authority for European political parties and foundations are to be protected with regard to the processing of personal data.

1. IDENTIFICATION OF THE DATA CONTROLLER AND OF THE PROCESSING OPERATION

(The data controller is the unit or other organisational entity which, alone or jointly with others, determines the purposes and means of the processing of personal data.)

Surname:	Adam
Given name:	Michael
E-mail:	contact@appf.europa.eu
Function:	Director
Administrative Address:	PHS 6 C 97
Telephone:	+32 2 28 32879
Place of work:	Brussels
Name of the processing operation:	Registering, controlling and imposing sanctions on European political parties and European political foundations (“EU parties and foundations”)
Instance(s) responsible for processing:	Authority for European Political Parties and European Political Foundations (“the Authority”)
Building and room	PHS 6 C 95-97
Place of work	Brussels

2. PURPOSE AND LEGAL BASIS OF PROCESSING

Personal data must be processed only for specified, explicit and legitimate purposes and not further processed in a way incompatible with those purposes.

2.1 Indicate the purpose of this processing of personal data (Please, describe the procedures linked to this operation):

Personal data are collected and processed to ensure the legality, regularity and transparency of the funding of EU parties and foundations and their membership in accordance with Regulation (EU, Euratom) No 1141/2014 of the European Parliament and of the Council of 22 October 2014 on the statute and funding of European political parties and European political foundations. More specifically, personal data are collected and processed by the Authority for the purpose of registering EU parties and foundations, supervising their activities and, where appropriate, imposing sanctions.

2.2 Indicate any legal basis (Treaty, Regulation, Decision, etc.) for this processing operation:

The relevant legal bases are set out below:

- Regulation (EU, Euratom) No 1141/2014 of the European Parliament and of the Council of 22 October 2014 on the statute and funding of European political parties and European political foundations (“Regulation (EU, Euratom) No 1141/2014”);
- Commission Delegated Regulation (EU, Euratom) 2015/2401 of 2 October 2015 (“Regulation (EU, Euratom) 2015/2401”) on the content and functioning of the Register of European political parties and foundations (“Regulation (EU, Euratom) 2015/2401”); and
- Commission Implementing Regulation (EU) 2015/2246 of 3 December 2015 on detailed provisions for the registration number system applicable to the register of European political parties and European political foundations and information provided by standard extracts from the register.
- Decision of the Authority for European political parties and European political foundations of 17 February 2017 to appoint Mr Secondo Sabbioni as Data Protection Officer.

2.3 Does this processing allow linkages between data processed for different purposes

yes no

2.4 Lawfulness. Indicate if:

2.4.1 the processing meets a functional need of the service yes no

2.4.2 the data subject has unambiguously consented to the processing yes no

Processing operations are mandated by Regulation (EU, Euratom) No 1141/2014. Nevertheless, the Authority warns EU parties and foundations about their obligation to inform natural persons of the processing of their personal data in accordance with Article 32(4) of Regulation (EU, Euratom) No 1141/2014 and encourages EU parties and foundations to seek their consent proactively (see also the privacy statement published on the Authority’s website).

2.4.3 any other basis, please specify

3. CATEGORIES OF DATA

(‘Personal data’ means any information on an identified or identifiable natural person. Indicate all the categories of data contained in the file.)

3.1 Categories of personal data

3.1.1 data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)

3.1.2 concerning the data subject’s family

3.1.3 data relating to suspected offences, offences, criminal convictions or security measures

3.1.4 concerning the data subject’s career

3.1.5 processing for the purpose of excluding individuals from a right, benefit or contract

3.1.6 concerning leave and absences

- 3.1.7 in the form of personal identification numbers
- 3.1.8 concerning missions and journeys
- 3.1.9 concerning the physical characteristics of persons as well as the image, voice or fingerprints
- 3.1.10 concerning Social Security and pension
- 3.1.11 concerning the data subject's private sphere
- 3.1.12 concerning expenses and medical benefits
- 3.1.13 concerning pay, allowances and bank accounts
- 3.1.14 concerning telephone numbers and communications
- 3.1.15 concerning recruitment and contracts
- 3.1.16 other

3.2 Special categories of data such as defined in Article 10 of Regulation EC n°45/2001

- 3.2.1 revealing racial or ethnic origin
- 3.2.2 revealing trade-union membership
- 3.2.3 concerning political opinions
- 3.2.4 concerning health
- 3.2.5 revealing religious or philosophical beliefs
- 3.2.6 concerning sex life

3.3 Please list the personal data processed

The Authority collects and process the following types of personal data:

- Personal data relating to persons vested with administrative, financial and legal representation powers in EU parties and foundations:
 - Surname, name, nationality, date of birth, domicile, function, political affinity
 - Personal data regarding natural persons employed by EU parties and foundations:
 - Surname, name, nationality, function, political affinity
 - Personal data relating to Members of the European Parliament, as well as Members of national parliaments and members of regional parliaments or regional assemblies:
 - Surname, name, nationality, date of birth, domicile, function, political affinity
 - Personal data relating to natural persons who make donations or contributions to EU parties and foundations:
 - Surname, name, amount and beneficiary of donation or contribution
 - Personal data in the context of sanctions:
 - The personal data ultimately processed depend on the type of infringement pursued by the Authority under Article 27 of Regulation (EU, Euratom) No 1141/2014; however, those personal data will mostly involve the types identified in this sub-section.
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4. DATA PROCESSING

'Data processing' means any operation carried out on personal data, whether or not by automated means.

4.1 Collection of data

4.1.1 collection from the data subject (direct)

4.1.2 other source of collection (indirect) - please specify

Personal data are mainly provided to the Authority by EU parties and foundations.

4.2 Processing of data

4.2.1 processing automated wholly or in part

4.2.2 non-automated processing of data intended to form part of a filing system

4.2.3 manual processing of a structured set of data accessible according to given criteria

4.3 Storage of data

4.3.1 Indicate the period of storage and its justification:

Under Article 33(3) of Regulation (EU, Euratom) No 1141/2014, the Authority shall erase all personal data published on its website at the latest 24 months after publication of the relevant parts in accordance with Article 32 of that Regulation.

The Register envisaged by Article 7 of Regulation (EU, Euratom) No 1141/2014 shall store all the documents and information referred to in paragraphs 1 to 4 of Article 1 of Regulation (EU, Euratom) 2015/2401 without time limit. Access to the Register is however restricted to the Authority's staff.

4.3.2 Is any further processing for historical, statistical or scientific purposes envisaged? yes no

4.3.2.1 Indicate the form of storage used (anonymous, encrypted, other):

4.3.3 Indicate the date or period of the beginning of the processing operation:

Regulation (EU, Euratom) No 1141/2014 applies as of 1 January 2017. However, the Authority started its operations on 1 September 2016.

4.3.4 Indicate the date or period of the ending of the processing operation:

Processing operations are ongoing.

4.4 File location

4.4.1 standalone PC

4.4.2 Authority network

The Authority's network is currently provided by the European Parliament.

4.4.3 inter-institutional network (indicate the institution(s) involved)

4.4.4 internet <http://www.appf.europa.eu/appf/en/transparency.html>

As per Article 32(1)(a), (e) and (g) and (3) of Regulation (EU, Euratom) No 1141/2014, the Authority makes public certain documents and information containing personal data through the website identified above. Article 32(3) Regulation (EU, Euratom) No 1141/2014 states that personal data shall be excluded from publication on the website, unless those personal data are published pursuant to points (a), (e), or (g) of Article 32(1) of that Regulation.

4.4.5 intranet <http://>

4.4.6 other paper versions (original / signed application documentation)

Original documents are stored in locked rooms and cabinets at the Authority's premises.

5. RECIPIENTS & DATA TRANSFER

5.1 Recipients or categories of recipients to whom data are disclosed (physical or legal persons, administrations, companies, etc.):

As per Article 32(1)(a), (e) and (g) of Regulation (EU, Euratom) No 1141/2014, the Authority makes public certain documents and information containing personal data through its website. Article 32(3) Regulation (EU, Euratom) No 1141/2014 states that personal data shall be excluded from publication on the website, unless those personal data are published pursuant to points (a), (e), or (g) of Article 32(1) of that Regulation.

If the data controller envisages transferring personal data, please answer the questions in this section.

5.2 In case of transfer within or between EU institutions or bodies:

Under Article 28 of Regulation (EU, Euratom) No 1141/2014, the Authority is called upon to cooperate and share information with the competent services of the European Parliament, in particular the Authorising Officer of the European Parliament and the Directorate-General for Finance.

5.2.1 Have the data been transferred following a request from the recipient? yes no

5.2.2 Has the data controller verified the competence of the recipient and made a provisional evaluation of the need for the transfer of the data? yes no

5.2.3 Has the recipient been informed of his obligations in respect of this transfer? yes no

5.3 In case of transfer to recipients other than the EU institutions and bodies, subject to Directive 95/46/EC (e.g. national administrations, private sector):

Under Article 28 of Regulation 1141/2014, the Authority is called upon to cooperate and could potentially share information with the competent services of the Members States, in particular National Contact Points.

5.3.1 Has the recipient established that the data are necessary? yes no

5.3.2 Has the recipient established the need for their transfer? yes no

5.4 In case of transfer to recipients outside the EU:

Please specify the legal basis, the nature of the data transmitted and their recipient:

Not applicable.

- 5.4.1 Has the person responsible for the transfer established that an adequate level of protection is ensured in the country of the recipient? yes no

5.5 Is the transfer carried out by a sub-contractor?

yes no

6. SECURITY OF PROCESSING

The data controller must implement the appropriate technical and organisational measures to ensure an appropriate security level with a view to the prevention of any unauthorised distribution or access, any accidental or illicit destruction, any accidental loss or deterioration, as well as any other form of illicit processing. Give a general description allowing a preliminary evaluation of the adequacy of the measures taken to ensure the security of processing

6.1 Physical security (access to computer systems, quality of the file supports, public access or restricted access to locations, storage, transport of equipment, etc.)

Access to the Authority's premises is subject to access card-enabled doors and security controls upon entrance and IT equipment is stored in locked rooms and physical documentation in locked cupboards.

6.2 IT system(s) security (coding control, undue removal or transmission of data, passwords, encrypted directories, backup, audit trails for data processing and communication, etc.)

IT equipment can only be accessed via unique login details and alphanumeric passwords allocated to the Authority's staff.

6.3 Staff security (individual access, control mechanism, etc.)

Due to the limited size of Authority's very modest size, all staff has access to personal data on a need-to-know basis for backup purposes.

7. DATA SUBJECTS

7.1 Category (or categories) of data subjects (officials, other staff, contractors, European citizens, etc.):

The Authority mainly collects and processes personal data regarding the following categories of data subjects:

- Persons vested with administrative, financial and legal representation powers in EU parties and foundations (*e.g.*, president, secretary-general, chair, etc.).
- Natural persons employed by EU parties and foundations.
- Members of the European Parliament, as well as Members of national parliaments and members of regional parliaments or regional assemblies.
- Natural persons who make donations or contributions to EU parties and foundations.

7.2 Information (indicate the measures taken or envisaged to inform the data subject.....):

Processing operations are mandated by Regulation (EU, Euratom) No 1141/2014. Nevertheless, the Authority warns EU parties and foundations about their obligation to inform natural persons of the processing of their personal data in accordance with Article 32(4) of Regulation (EU, Euratom) No 1141/2014 and encourages EU parties and foundations to seek their consent proactively (see also the privacy statement published on the Authority's website).

7.3 Procedure to grant rights (indicate any existing procedures)?

Please explain how data subjects may exercise their rights (rights of access, of rectification, of blocking, of erasure and to object):

- **Right of access & rectification:** data subjects can contact the Authority directly regarding information pertaining to them using the following email addresses (also available on the Authority's website: contact@appf.europa.eu and data-protection@ep.europa.eu).

7.4 If the processing operation is carried out by a processor, has a data protection clause been added in the contract?

yes no

8. FURTHER INFORMATION

Give any information you consider relevant and indicate the heading it refers to:

Not applicable.

The data controller declares the accuracy of the above statements and undertakes to notify any change affecting this information to the Data Protection Officer of the Authority for European political parties and European political foundations.

Date: 03/01/2017

Signature of data controller

Michael ADAM *[signed]*

The signed notification was sent to the Data Protection Officer of the Authority for European political parties and European political foundations, KAD 02G028, Luxembourg

For further information please consult the internet website of the Authority for European political parties and European political foundations <http://www.appf.europa.eu/appf/en/transparency.html> or write to:

contact@appf.europa.eu

data-protection@europarl.europa.eu