Privacy Statement for Procurement

During a Public Procurement procedure Europol may get access to certain personal data (information related to an identified or identifiable natural person). The processing and the right to access and to rectify the personal data are governed by Regulation (EC) 2018/1725. The purpose of this Privacy statement is to inform about the gathering and use of personal data in a Public Procurement call for tender at Europol.

What is the purpose of the collection of personal data?

Personal data is requested in the Public Procurement procedure in order to administer and evaluate the procedure.

What is the legal basis for processing personal data?

The Europol Regulation grants Europol the right to process personal data and Article 21 of the Financial Regulation applicable to Europol describes that Regulation (EC) 45/2001, replaced by Regulation (EC) 2018/1725 is the Regulation directly applicable to all administrative personal data held by Europol related to personal data.

What personal data is collected?

Personal data shall mean any information relating to an identified or identifiable natural person; where “identifiable person” means a person that can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his/her physical, psychological, mental, economic, cultural or social identity.

The following contact details of applicants are collected:

- Names and position;
- Postal addresses;

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3 Decision of the Europol Management Board on the adoption of the Financial Regulation applicable to Europol (The Hague 10 January 2014)
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- Phone/fax numbers;
- e-mail addresses;
- Bank details;
- VAT registration number;
- National registration number.

Additional personal data provided by applicants may include
- CVs.

Who has access to your personal data and to whom is it disclosed?
- Opening and Evaluation Committees;
- Staff of the Procurement Business Area;
- Relevant Europol Authorising Officer;
- The Court of Auditors (CoA), the Internal Audit Service (IAS), the Civil Service Tribunal;
- The European Ombudsman;
- The Joint Supervisory Board of Europol.

What is a Data Controller and who is it at Europol for Procurement?
The Data Controller is the legal person who determines the purposes and means of the processing of personal data. In particular the Data Controller has the duties of ensuring the quality of data on computer or in structured manual files.

All Europol procurement procedures are centrally managed by the Europol Procurement Office and the Data Controller is the Business Manager for Procurement.

How long is your personal data kept?
For Procurement files the retention time is 5 years after the discharge of the budget where payments referring to the contract have been made and for non-successful tenders 5 years after the signature of the contract with the successful tenderer.

How is my data stored?
Physical copies of a tender are held by the members of the Evaluation Committee during the evaluation and subsequently transferred to the Procurement Business Area, where they are held in locked cupboards and accessed by Procurement staff only. Electronic version of the tender is stored in Europol’s secure Data Management System with restricted access.

What are your rights as a Data subject?
A Data Subject shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete.
**Who shall I contact if I have queries concerning the processing of personal data?**

Europol Data Protection Function (DPF) is the initial point of contact for all data protection issues.

Address: DPF, PO Box 90850, 2509LW The Hague

E-Mail: [dpf@europol.europa.eu](mailto:dpf@europol.europa.eu)

You also have the right of recourse at any time to the European Data Protection Supervisor: edps@edps.europa.eu.