



## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data**

### **1. Introduction**

The European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereafter, 'eu-LISA') is committed to protect your personal data and to respect your privacy. eu-LISA collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data

The information in relation to processing operation "Enrolment for Qualified Digital Signature" undertaken by Head of Corporate Services Unit is presented below.

### **2. Why and how do we process your personal data?**

The Corporate Services Unit collects and uses your personal information to make possible the usage of the qualified digital signature and allowing you to sign documents electronically according to all existing responsibilities.

The processing operation of Qualified digital signature has two main phases:

1. Enrolment of individuals with the CA in order to receive the digital certificate;
2. Signing the documents with the Qualified Digital signature. Signing requires a second verification by using a challenge and a one-time PIN send by SMS.

Your personal data will not be used for an automated decision-making including profiling.

### **3. On what legal ground(s) do we process your personal data**

We process your personal data, because is:

- (a) Necessary for the management and functioning of the Agency.

### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation, Corporate Services Unit collects the following categories of personal data:

- Name;
- Function;
- Contact details (e-mail address, telephone number, mobile telephone number, company and department, country of residence, IP address, serial and ID number – Passport or National Identification Card);

The provision of personal data is mandatory to meet a statutory requirement of signing documents in remote working environment and participating in workflows that accepts digitally signed documents (ex: Ares). If you do not provide your personal data, possible consequences are inability to perform your daily duties in an optimised way.

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

Corporate Services Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, for the time needed for creating, aggregate and send the list of certificate beneficiaries namely a few days less than one month. The whole set of personal data is kept only during the process of enrolment; after this, just the name of the certificate holder is kept for audit trail purpose of this enrolment activity for a period of 5 years starting with the certificate issuance date. One certificate is valid for 12 months.

The Data Processor, DigitalSign, keeps your personal data and transactions (digital signatures instances) for the time required by law regarding the purpose of being able to provide the full trail of actions, namely for 20 years according with current applicable legislation regarding qualified digital Signature the Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July (Regulation eIDAS).

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

Access to your personal data is provided to eu-LISA staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements. Designated staff members of the processor DigitalSign may have access to your data for the enrolment process that will have to identify the certificate users based on their Identification ID and using the mobile smartphone application.

DigitalSign, as a processor, doesn't transfer personal data to a third country outside the European Union that isn't included in the list of countries that the European Union has already considered to meet adequate levels of protection of personal data. (<https://www.digitalsign.pt/media/files/Downloads/privacy-policy-digitalsign.pdf>)

#### **7. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor.

#### **8. Contact information**

##### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Head of Corporate Services Unit, HoCSU@eulisa.europa.eu

- **The Data Protection Officer of eu-LISA**

You may contact the Data Protection Officer ([dpo@eulisa.europa.eu](mailto:dpo@eulisa.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.