

Data protection notice on handling requests submitted under the data protection legal framework

Last updated: 27 January 2025

The European Institute for Gender Equality (EIGE) is committed to protect your personal data and to respect your privacy. EIGE 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).

You will find information in this document pertaining to the processing of your personal data by EIGE. If, upon reading it, you still have questions, please contact us at:

EIGE's Data Protection Officer, dpo@eige.europa.eu

Purpose of processing

Your data is processed in order to enable EIGE to manage any of your requests whereby you exercise any of the rights laid down under Chapter III of the Regulation (EU) 2018/1725: right of access, right to rectification, to erasure (or to be forgotten), to restriction of processing, to data portability, to object to the processing, and to not be subject to a decision based solely on automated processing.

The provision of personal data is necessary to identify you and for the effective handling of your request. Should such data not be provided, EIGE may refuse to act on the request.

No decision will be taken by EIGE solely on the basis of an automated processing of your personal data (i.e. processing without human intervention).

Legal basis of processing

Processing is necessary to comply with legal obligations to which EIGE is subject¹, namely those laid down under Article 14, paragraphs 1 and 2 of the Regulation (EU) 2018/1725.

Types of personal data collected

The personal data may include:

¹ Processing is, therefore, justified under Article 5(1)(b) of Regulation (EU) 2018/1725.



An EU Agency

- Identification data (first name, surname, ID card or Passport);
- Contact details (postal and email addresses); and
- Any other personal data which EIGE will need to process in order to respond to your request.

Individuals who have access to the data

Your data will be processed by the DPO, Deputy DPO and, depending on the request at stake, by the duly authorised and relevant internal stakeholders at EIGE.

No other third parties will have access to your personal data, except if required by law.

No transfers of personal data to third countries or international organisations (outside the EU/EEA) take place.

Retention policy

Data will be kept for two years after completion of the response to the request.

Security of your personal data

Strict security procedures are in place to ensure that your data is safely protected and is not, in any way, damaged, destroyed, or disclosed to a third party without your authorisation or without your being informed, as well as to prevent unauthorised access. The servers storing the information are kept in a secure environment with restricted physical access. IT systems use firewalls and other measures to restrict electronic access.

Your rights as data subject

Within the limits set by Regulation (EU) 2018/1725, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.

In order to exercise your rights, please contact DPO@eige.europa.eu whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, EIGE may refuse to act on it.

Restriction of data protection rights

Pursuant to the Decision no. 253 on Internal rules concerning restrictions of certain rights of data subjects in relation to the processing of personal data in the framework of the functioning of EIGE², rights may be restricted when handling data protection related requests:

- right of information to be provided to the data subject;
- right of access;
- right of rectification, erasure of personal data and right of restriction to the processing of personal data; and

² As adopted of 28 June 2022; ref. EIGE/CS/iv D/2022/357.

- right to be communicated of the occurrence of a personal data breach and right of the confidentiality of electronic communications.

Other rights

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint](#) with the European Data Protection Supervisor.