

## Data protection notice on management and (short- and medium-term) preservation of the EIGE's documents

Last updated: 20 March 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](mailto:dpo@eige.europa.eu)

EIGE's Document Management Officer, [ares@eige.europa.eu](mailto:ares@eige.europa.eu)

### Purpose of processing

EIGE collects and uses your personal data to respond to several essential needs of the Agency:

- ensure business continuity in and accountability on the Agencies' activities by keeping appropriate documentation about them, and contribute to the transparency of its activities to European citizens;
- improve internal service quality with document management, collaboration and workflow features; and
- preserve the institutional memory of the Agency, through long-term preservation of certain types of files for archiving purposes.

Managing and (temporarily) preserving (storing) documents (including personal data) is usually not why the personal data were collected and processed in the first place. The temporary storage of documents (and the personal data they contain) is a processing activity that is an integral part of the original processing operation under which the personal data were collected and processed in the first place. Such temporary storage follows a specific retention period in line with the Specific Retention List<sup>1</sup> and the processing falls outside the present processing operation.

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<sup>1</sup> The Retention List contains the retention schedule for all categories of files



The processing under the present processing operation covers the processing activities that go beyond the storage of the content of documents and is necessary for the following specific reasons:

- Ensure that documents are authoritative records of the Agency by accompanying them by contextual data (so called ‘metadata’, including personal data such as names) that explicitly document their critical characteristics;
- Ensure that documents are traceable (including by means of personal data such as names). EIGE needs to be able to clearly and definitely identify the documents it has written or received. It needs to be able to trace them throughout their lifecycle and manage them in the context in which they were written or received. For these related aspects, the processing of mandatory minimum metadata about the author and the addressee of a given document is necessary (Article 3 of EIGE’s Document Management Policy<sup>2</sup>);
- Ensure that appropriate techniques and security measures are adopted to ensure IT security of the systems used for records management, including the maintenance and update of these systems;
- Enable access management and access control based on the predefined rights of users and owner departments of documents and on the level of accessibility to the documents themselves. To achieve this, the name of any EIGE staff member may be processed and the EIGE staff member who is granted access rights to the document concerned may access any personal data the document contains; and
- Enable processing for archiving purposes in the public interest by organising and ensuring the transfer of files to the Commission’s Historical Archives Service in line with the retention policies set out in the Agency’s Specific Retention List.

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

### Legal basis of processing

EIGE processes your personal data since it is necessary for the management and functioning of the Agency<sup>3</sup>, as well as to comply with legal obligation which are imposed upon EIGE<sup>4</sup>, namely by:

- [Treaty on the Functioning of the European Union](#), namely Articles 15 and 298;
- [Charter of Fundamental Rights of the European Union](#), namely Article 41;
- [Council Regulation \(EEC, Euratom\) No 354/83 concerning the opening to the public of the historical archives of the European Economic Community and the European Atomic Energy Community](#), and more in particular Articles 1(2)(a) and 7;
- [Regulation \(EC\) 1049/2001 of the European Parliament and of the Council regarding public access to European Parliament, Council and Commission documents](#), and more in particular Article 2(3) and 11(1);

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<sup>2</sup> Adopted by Director’s Decision No 325 of 29 October 2024.

<sup>3</sup> Processing is, therefore, justified for the performance of a task carried out in the public interests, as allowed by Article 5(1)(a) of Regulation (EU) 2018/1725.

<sup>4</sup> Article 5(1)(b) of Regulation (EU) 2018/1725.

- Management Board Decision No MB/2013/006 of 14 June 2013 on Policy on Public Access to Documents at the European institute for Gender Equality; and
- Director's Decision No 325 of 29 October 2024 on EIGE's Document Management Policy.

### Types of personal data collected

The title/description of documents and their content may contain any category of personal data. They may appear in files relative to human resources management, financial management, health management, management of disciplinary proceedings (identification data, financial data, HR data, medical data and social data).

EIGE may process the following special categories of personal data as listed under Article 10 of the Regulation:

- Data revealing racial or ethnic origin;
- Data revealing political opinions;
- Data revealing religious or philosophical beliefs;
- Data revealing trade union membership;
- Data concerning health; and
- Data concerning a natural person's sex life or sexual orientation.

Depending on the circumstances of the case, processing of personal data will be done as:

- necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security<sup>5</sup>;
- <sup>6</sup>;
- it relates to personal data which are manifestly made public by the data subject<sup>7</sup>;
- necessary for the establishment, exercise or defence of legal claims or whenever the Court of Justice of the European Union is acting in its judicial capacity<sup>8</sup>;
- necessary for reasons of substantial public interest, on the basis of Union law which shall be proportionate to the aim pursued<sup>9</sup>;
- necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union law or pursuant to contract with a health professional<sup>10</sup>; and
- necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes<sup>11</sup>.

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<sup>5</sup> Article 10(2)(b) of Regulation (EU) 2018/1725.

<sup>6</sup> Article 10(2)(c) of Regulation (EU) 2018/1725.

<sup>7</sup> Article 10(2)(e) of Regulation (EU) 2018/1725.

<sup>8</sup> Article 10(2)(f) of Regulation (EU) 2018/1725.

<sup>9</sup> Article 10(2)(g) of Regulation (EU) 2018/1725.

<sup>10</sup> Article 10(2)(h) of Regulation (EU) 2018/1725.

<sup>11</sup> Article 10(2)(j) of Regulation (EU) 2018/1725.

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

- a) Personal data in the metadata accompanying documents and files:
  - Mandatory minimum metadata in relation to the author and addressee of a given document: typically name and surname of the respective individuals and the department/body to which they belong;
  - The title or subject of the document or file concerned may contain any category of personal data and typically reflects the title or subject indicated by the author of the document or the service responsible for managing the file; and
  - The title/brief description of the attachments of the document concerned may contain any category of personal data.
  
- b) Personal data in the audit trail and workflow data:
  - Name, surname, unit, e-mail address of the author(s) or participant(s) involved in major records management actions at the level of metadata, documents, files or procedures (e.g. document signing, document transmission, responsibility for a given file or for transfer of a given file to the historical archives).
  
- c) Personal data in access management and control data:
  - Name, surname, unit, e-mail address and individual access rights of a user may be processed;
  - Personal data in document content (to ensure authoritative records, for full text search and for the (organisation of the) transfer of files to the historical archives); and
  - The documents processed may contain any category of personal data that was provided by the person writing the document.

### **Individuals who have access to the data**

Access to personal data is provided to EIGE 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.

Concerning the possible processing of special categories of personal data and other sensitive personal data, access is managed via a triple security: at level of metadata there is minimal encoding, at the level of a given document security markings are applied to restrict visibility and at the level of the files the access to a given file's content is restricted to people or services that have a need to know.

Access to personal data in document content is given to those persons or organisations outside EIGE that are recipients of documents that have been sent in the context of its activities. Personal data will be shared only when they are necessary in the context of the activity and in accordance with the rules and conditions of Regulation (EU) 2018/1725.

The Agency may send a document to a recipient residing in any country outside the EU/EEA territory. Apart from the recipient's own personal data, EIGE only discloses personal data to a recipient residing outside the EU if the conditions for an international transfer of Chapter

V of Regulation (EU) 2018/1725 are met. It is the responsibility of the controller responsible for the specific processing to ensure that the conditions of Chapter V of Regulation (EU) 2018/1725 are met.

Pursuant to point (13) of Article 3 of Regulation (EU) 2018/1725, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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

### **Retention policy**

EIGE only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely:

- Personal data in mandatory metadata in relation to any document: namely metadata about the author and addressee of a given document (typically name and surname of the respective individuals and the department/body to which they belong), metadata about the title or subject of a given document, metadata about the attachments (brief description) and metadata in relation to the title of the file in which it is filed are kept indefinitely to ensure a) that the Agency can meet its legal obligations regarding public access to documents and concerning the opening to the public of its historical archives, b) that the validity of the electronic or digitised documents can be guaranteed for as long as they are stored, and c) that once these documents have been eliminated the Agency is still able to retrieve the documents' metadata to be able to explain that the documents have been eliminated and have evidence on the procedure followed;
- Personal data in audit trail and workflow data are kept indefinitely to ensure that the authors and participants in major records management actions at the level of metadata, documents, files or procedures can be identified even after elimination of the documents concerned;
- Personal data in access management and control data are kept for as long as the user works for EIGE; and
- Personal data in document content are kept throughout the retention period, as defined in the common retention list, of the file in which the de-facto controller has filed the document.

### **Security of your personal data**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the Agency or of its contractors. All processing operations are carried out pursuant to Commission decision (EU, EURATOM) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.

The Agency's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Agency, and by the confidentiality obligations deriving from the Regulation (EU) 2018/1725.

In order to protect your personal data, EIGE has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

### **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 [ares@eige.europa.eu](mailto:ares@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.

Insofar the right to object to the processing of your personal data is concerned, the exercise of that right has to be based on grounds relating to your particular situation.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Agency's Data Protection Officer.

### **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.