**Data Protection Notice: DPO tool (dpn01721)**

This Notice explains how the Agency for the Cooperation of Energy Regulators (‘the Agency’) processes personal data and what it does to protect the individual’s privacy in line with  [Regulation (EC) No 45/2001](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02001R0045-20010201) (OJ L 8/1, 12.01.2001).

**1. Why is the Agency collecting personal data? For which purpose? What is the legal basis? How does the process work?**

The Agency is obliged to record all processing activities involving personal data and assign the responsibilities with that regard to its staff members as part of the ‘accountability’ principle under [Regulation (EC) No 45/2001](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02001R0045-20010201), as amended.

**2. Who is responsible for it within the Agency?**

The Data Protection Officer of the Agency is responsible for the content of the metadata (the questions and the set-up of the tool), while the IT team is responsible for any technical issues that may arise. The creator (staff member submitting the notification) and relevant staff member from the respective department that process the particular activity involving personal data are responsible for each notification (‘record’) they submit.

**3. What kind of personal data do we process?**

The DPO tool processes the following personal data:

* Name and surname of staff members (including, interims and SNE’s) responsible for a particular processing activity,
* Their contact details.

In case of external processors are involved their contact information may be processed as well.

**4. Who can see your data, and who can it be shared with?**

Unless there is a reason to treat a particular notification (i.e. record) confidential (e.g. for security reasons), the data will be visible to all staff members of the Agency (including interims and SNE’s) that have access to intranet. In case of audits, the data will be made available to auditors and the European Data Protection Supervisor.

**5. How do we protect your data?**

The Agency applies relevant technical and organisational measures to ensure the data confidentiality integrity and availability are ensured. They include relevant physical security measures (access badges) and technical measures (firewalls, one-step verifications system, anti-virus software). The staff members dealing with the data are bound by principles of confidentiality and have received relevant trainings with regards to their obligations according to [Regulation (EC) No 45/2001](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02001R0045-20010201), as amended.

**6. What are my rights? How can I check, alter or delete my data?**

You are entitled to access the personal data the Agency holds about you and to have them rectified where necessary. In certain cases, you also have the right to have your data blocked or erased or to object to their processing. For more information, please see Articles 13 to 19 of the [Regulation](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02001R0045-20010201). To exercise any of these rights, please contact us. We will reply within three months. Please note that in some cases restrictions under Article 20 of the [Regulation](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02001R0045-20010201) may apply.

### 7. How long do we keep your data?

### The data are kept for as long as the particular personal data that the notification (record) describes are being processed at the Agency. The tool allows for regular updates, which include updating the data on relevant staff members dealing with particular processing activity.

**8. How can you contact us?**

If you have any questions related to the content of the DPO tool, please contact the Agency’s Data Protection Officer. For technical questions, please submit a ticket to the IT team.For content of any particular notification (record), please contact the relevant contact person mentioned in the notification (record).You may also at any time have recourse to the [European Data Protection Supervisor](https://secure.edps.europa.eu/EDPSWEB/edps/EDPS?lang=en)