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**PRIVACY STATEMENT**

**Legal Entity and Bank Account Validation**

1. **Purpose and controller**

In line with Article 63 of the Rules of Application of the Financial Regulation, the Agency’s Accounting and Budget Officer will keep your personal data in a common file and record them in the Agency’s accounting system only to the extent necessary to process and account for financial and contractual relations you have or will have, directly or indirectly, with the Agency.

The legal entities file (‘LEF’) is the register containing the records of all third parties who have a financial relation with the Commission. Every entity is attributed a unique number, referring to a sub-ledger within the chart of GL-accounts of the Commission. This allows the accurate registration of the accounting transactions, in line with the accrual based accounting (ABAC) principles, and the presentation of the Financial Statements at year-end.

The bank account file (‘BAF’) is a descriptive file containing bank details for all companies, organisations and individuals with whom the Commission has financial dealings. It is a practical tool facilitating the processing of bank payments.

The Agency’s department in charge of processing the personal data is the **Administration Department**.

The **contact person** for the processing of the personal data is the Accounting and Budget Officer:

Agency for the Cooperation of Energy Regulators

Trg Republike, 3 - TR3 12/…

SI-1000 – Ljubljana

Slovenia
+386(0) 2006 …(direct phone)

Email: …@acer.europa.eu

1. **What personal information are collected and under which legal bases?**

Personal data collected in the LEF by filing the legal entity identification form is the following:

* Family name and first name,
* Date, place and country of birth,
* ID number and the name of the issuing country,
* Personal identification number,
* Permanent private address, postcode, name of the city, region and country,
* Private phone number and e-mail address,

And, possibly, in connection with the business run by the natural person concerned:

* Business name,
* VAT and registration numbers,
* Place (city and country) of registration.

Personal data collected in the BAF by filing the financial identification form (‘FIF’) is the following:

* Account holder’s name and address (street name and number, postcode, name of city and country),
* Account name,
* IBAN and BIC codes,
* Currency,
* Name of the bank, branch code and address of the branch.

Personal data is stored in the European Commission’s ‘ABAC’ system[[1]](#footnote-1).

***Legal basis***

In line with Article 5(a) of Regulation 45/2001, the personal data processing operations, related to the use of various personal data of the identified data subjects, are necessary for the performance of tasks carried out in the public interest on the basis of Regulation (EC) 713/2009 of the European Parliament and of the Council of 13 July 2009 establishing an Agency for the Cooperation of Energy Regulators[[2]](#footnote-2), as well as for the legitimate exercise of official authority vested in the Agency, whereas staff members could perform tasks entrusted to it.

In particular, handling personal data processing in the ABAC system assists and enables the Agency to protect the financial interests of the European Union.

1. **Who has access to your personal data, to whom is it disclosed, and for how long is it stored?**

All authorised Commission, European External Action Service, consultative bodies and agencies users dealing with financial and accounting matters have access to your data.

For the performance of the respective supervisory, advisory or judicial tasks the data may be disclosed to internal auditors, IAS of the European Commission, Court of Auditors, Legal Service, the Financial Irregularities Panel, the Anti-fraud Office, Civil Service Tribunal, the European Ombudsman or the European Data Protection Supervisor (EDPS) and any other institution or entity responsible for audits or investigations.

**Retention period**

To provide an audit trail and allow queries on past payments at all times, no recorded data are deleted from the accounts. The forms and documents you submit are archived electronically.

1. **Rights of the data subjects**

Any modification to entries in the legal entity and bank account file are to be performed according to the standing procedures which require supporting documents to justify changes.

Data subjects seeking clarification of their rights or further information should contact the Agency’s Data Protection Officer (DPO@acer.europa.eu).

Data subject wishing to exercise these rights are requested to contact either the person in charge of the processing, or the Agency’s Data Protection Officer (DPO@acer.europa.eu).

Finally, the data subjects may, at any time, have recourse to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

1. See privacy statement for ABAC [↑](#footnote-ref-1)
2. OJ L211, 14.8.2009, p.1. [↑](#footnote-ref-2)