



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR INTERNAL MARKET, INDUSTRY, ENTREPRENEURSHIP
AND SMES
Strategy and Economic Analysis
A.3 – International Value Chains

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Technical Barriers to Trade Database (EU-TBT)

Data Controller: European Commission - DG GROW (DIRECTORATE-GENERAL FOR INTERNAL MARKET, INDUSTRY, ENTREPRENEURSHIP AND SMES) / Unit A.3 - International Value Chains (hereinafter referred to as “DG GROW Unit A.3” or “the Data Controller”)

Record reference: [DPR-EC-00150](#)

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission 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 reasons for the processing of your personal data, the way the Commission collects, handles and ensures protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with

whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to the processing operation in the context of the management of the implementation of the Agreement on Technical Barriers to Trade (WTO-TBT Agreement) in the EU, including the Technical Barriers to Trade Database (EU-TBT) undertaken by the Data Controller is presented below.

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

The Data Controller processes your personal data for the needs of implementing the WTO-TBT Agreement in the EU. The data processing is intended to inform you about draft national technical regulations and conformity assessment procedures in that context and/or to allow you to participate in the procedure established by the WTO-TBT Agreement.

In this context:

(i) The Technical Barriers to Trade Database (EU-TBT) supports the notification procedure under the WTO-TBT Agreement for the needs of its implementation in the EU, including the notifications of technical regulations and conformity assessment procedures proposed by the Commission for formal adoption at EU level and their subsequent follow-up, as well as the monitoring of notifications made either by the EU Member States or by third countries. In particular, the data controller collects and uses personal data of national enquiry points in charge of the implementation of the WTO-TBT Agreement to:

- Manage user access to EU-TBT.

- Facilitate the EU enquiry point to follow up to and participate in the WTO notification process; and to react to the notifications made by WTO members.

(ii) The Member States' contact details for the implementation of the WTO-TBT Agreement may be made public in EU-TBT, to facilitate the provision of information on notification procedures. In this case, personal data is disclosed upon consent.

In any of these scenarios, your data will not be used for an automated decision-making, including profiling.

Please note that only information related to an identified or identifiable natural person is considered personal data for these needs. Therefore, for example, functional mailboxes, telephone numbers or postal addresses not related to an identified person are not personal data.

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

We process your personal data for the performance of a task carried out in the public interest and in the exercise of official authority vested in the Union institution to the extent that it is necessary for the compliance with the obligations laid down for the EU by the WTO-TBT Agreement.

Processing operations linked to the EU-TBT users' access, and publication of contact details on EU-TBT take place based on the explicit consent of the data subject. The data subjects give their consent via a clear affirmative act by answering to a consent request.

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

In order to carry out this processing operation, the following personal data is processed:

Public EU-TBT: National staff in charge of the implementation of the TBT Agreement

- Name
- E-mail address
- Telephone and fax number

Public EU-TBT: Any personal data included in the notification forms addressed to the WTO-TBT Secretariat

Restricted EU-TBT: Commission staff in charge of the implementation of the TBT Agreement

- Title
- Name
- Telephone number
- E-mail address
- Office address
- Username

Restricted EU-TBT: National staff in charge of the implementation of the TBT Agreement

- Name
- Address
- Telephone and fax number
- E-mail address
- (For national staff in EU enquiry points) Language

Restricted EU-TBT: External contacts having an interest in the implementation of the TBT Agreement

- E-mail address

Restricted EU-TBT: Third countries representatives, stakeholders submitting comments (and any details included in the notification files)

- Any personal data included in the submissions

Finally, to make the EU-TBT website work properly, the Commission sometimes places small data files called cookies on your device, which do not aim at identifying you personally. You can opt out to the cookies and consult the Commission cookies policy here: <http://ec.europa.eu/growth/cookies/>

5. How long do we keep your personal data?

The Data Controller only processes and keeps your personal data for the time necessary to fulfil the purpose of guaranteeing your information and participation in the management of the notification procedure under the WTO-TBT Agreement. Therefore,

your personal data will be deleted within the shortest possible deadlines, and at the latest within one month after we are informed that that you are no longer responsible for the implementation of the WTO-TBT Agreement or that you no longer need access to EU-TBT.

Personal data related to access to the Commission's premises and attendance lists of meetings will be deleted from the Data Controller's files one year after the respective meeting has taken place.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission 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.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and, for the needs of EU-TBT, to authorised staff according to the “need-to-know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Personal data of Commission officials and the EU Member States enquiry points contact information mentioned above may be published upon consent on <https://ec.europa.eu/growth/tools-databases/tbt/en/>.

The Data Controller does not share personal data with third parties for direct marketing.

8. 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 may have consented to publish or provide your non-mandatory personal data to DG GROW Unit A3 for some of the above processing operation. Then, you can withdraw your consent at any time by notifying the Data Controller at GROW-EU-TBT@ec.europa.eu. The withdrawal will not affect the lawfulness of the processing

carried out before you have withdrawn the consent.

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. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. 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 Data Controller: European Commission - Unit GROW A3 – International Value Chains – E-mail: GROW-EU-TBT@ec.europa.eu .

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.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) 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.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

The specific processing operation has been included in the DPO's public register with the following record reference [DPR-EC-00150](#).