

Privacy statement – Public Access to Documents applications

Any citizen of the European Union has a right of access to documents of the EU institutions, bodies, offices and agencies. To process such requests certain personal data needs to be provided to the Agency. Below you will find more information about the processing and the Data Protection safeguards put in place by the Agency to make sure any processing of your personal data is in line with Regulation (EU) 2018/1725 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.

What is the purpose and legal basis for processing your personal data?

Any personal data shall be collected and processed solely for providing responses to requests for public access to documents.

The legal basis for processing personal data is foreseen in Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents and in the ECHA decision on implementation of Regulation (EC) NO 1049/2001 (MB/12/2008 final).

What personal data is collected?

Contact information of the requester, as well as of third parties, including first name, last name, email, telephone number, name of organisation, address and country.

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

The requests are stored and processed in an electronic register. Access to this data is only authorised to staff members responsible for the handling of such requests.

Furthermore, personal data may be transferred to bodies in charge of a monitoring or inspection task in conformity with Community law, including the European Court of Auditors, the Internal Audit Service, the Internal Audit Capability, OLAF, the European Ombudsman and the European Data Protection Supervisor.

Who is the data controller?

The Head of the Legal Affairs Unit is the controller.

How long are your personal data kept?

The requests are entered into a register and archived for potential further litigation or auditing purposes for a maximum period of 5 years after the case is closed.

What are your rights?

Anyone submitting personal data to the Agency has the right to access it and to update or correct it at any time. Under certain conditions, a right to erasure, restriction, objection and/or data portability also applies.

To exercise the above mentioned rights, you can contact ECHA via the [contact form](#) on ECHA's website. Please use the phrase "Exercising Data Protection rights" in the heading.

When experiencing difficulties in exercising these rights, you can contact ECHA's Data Protection Officer (data-protection-officer@echa.europa.eu) or have recourse to the European Data Protection Supervisor.