



**Schola Europaea**

Office of the Secretary-General

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## **Privacy Statement Providers**

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# Privacy Statement of the Office of the Secretary-General

Contents	1
Privacy Statement Providers	1
1. Which personal data are collected by the OSG?	3
2. What are the purposes of the processing of personal data?	3
3. What is the legal basis for the processing of personal data?	3
4. Who has access to and with whom do we share your personal data?	3
5. What measures are taken to safeguard your personal data?	4
6. For how long will your personal data be kept?	4
7. What are your rights?	4
8. What should you do in the event of a complaint?	4
9. Changes made to this Privacy Statement	4

The Office of the Secretary-General (hereinafter referred to as 'OSG') hereby undertakes to respect your privacy and to meet the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to personal data and on the free movement of such data (hereinafter referred to as 'GDPR').

'Personal data' refers to any information relating to an identified or identifiable natural person (called 'data subject'). Data subjects are in particular providers, where they are natural persons<sup>1</sup> (notably self-employed persons, contractors, representatives, contact persons and/or employers of service providers)<sup>2</sup> who supply goods and services to the OSG.

According to Article 4(7) of the GDPR, 'controller' is the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. The Secretary-General<sup>3</sup> is regarded as the 'controller'.

This Privacy Statement informs you about how the OSG processes personal data that are collected through the execution of your contractual relationship. It describes the types of personal data that the OSG is likely to collect and how it processes them and sets out your rights concerning these personal data.

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<sup>1</sup> The GDPR is not applicable to data belonging to legal persons.

<sup>2</sup> The list given is not exhaustive.

<sup>3</sup> Contact details: [OSG-SECRETARY-GENERAL@eursc.eu](mailto:OSG-SECRETARY-GENERAL@eursc.eu)

## 1. Which personal data are collected by the OSG?

The categories of personal data that are typically collected and processed are the following:

- Contact details: surname and first name, email address, business telephone number, postal address, country of residence;
- Payment's information: bank details (i.e., bank country, bank key, bank number, SWIFT/BIC, bank account, control key), IBAN account, VAT number, Tax withholding information (i.e., date of birth, place of birth, gender and profession);
- Other personal data contained in CVs (expertise, technical skills and languages, professional experience including details on current and past employment, past and current studies and/or trainings).

## 2. What are the purposes of the processing of personal data?

The OSG will process your personal data for the following purposes:

- Determining the terms under which you work for us and general administration of your contract;
- Execution of the contractual relationship and payment;
- Complying with legal and regulatory requirements, including obtaining and releasing personal data as required by law or judicial organizations;

## 3. What is the legal basis for the processing of personal data?

### a. Contractual necessity

The legal basis for the processing of your personal data as provider relies on Article 6.1(b) of the GDPR.

### b. Compliance of a legal obligation to which the OSG is subject

Where personal data processing is required to meet a legal obligation to which the OSG is subject, the information may be transmitted to the national authorities (i.e., tax or social security obligations).

## 4. Who has access to and with whom do we share your personal data?

The personal data collected by the OSG will be processed by those members of staff with a legitimate need to access this information for the purposes described above.

Some of your personal data may be communicated to the security service that controls access to the OSG when the provider needs to access the premises.

In certain circumstances, your personal data will be shared with other stakeholders in the European Schools system, such as the European Schools for administrative purposes.

The OSG will not disclose your personal data outside the European Union.

## **5. What measures are taken to safeguard your personal data?**

In order to protect the personal data that we collect, a number of technical and organisational measures have been implemented. We have in particular taken appropriate steps to guarantee their online security and their physical security and to avoid any risk of loss or of alteration or of unauthorised access to data, taking account of the risk represented by the processing and the nature of the data protected.

Furthermore, we restrict access to the databases containing personal data to authorised persons, who have a legitimate interest in accessing this information, for the purposes described above.

## **6. For how long will your personal data be kept?**

The personal data of the provider(s) will be kept for 10 years following the signature of the contract or following the last payment carried out by the OSG.

## **7. What are your rights?**

As regards the processing of your personal data, you have the right to information and the right to access your personal data. You also have the right to rectification, the right to erasure of your data and the right to object to their processing.

In order to facilitate the exercise of your rights, you may submit your request to the following email address: [OSG-DATA-PROTECTION-OFFICER@eursc.eu](mailto:OSG-DATA-PROTECTION-OFFICER@eursc.eu)

The OSG will respond to your request without delay and no later than within one month. Should the OSG refuse to accede to your request, it will inform you of the grounds for such a decision.

## **8. What should you do in the event of a complaint?**

You may also contact the [National Data Protection Authority](#) if you consider that your rights under the GDPR have been infringed during the processing of your personal data by the OSG.

## **9. Changes made to this Privacy Statement**

We reserve the right to update our Privacy Statement. We will send you a new Privacy Statement should substantial amendments be made thereto.