



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Management of Interpretation and Meetings

This privacy statement covers a number of records of processing in DG SCIC, which are: Management of personal data of Conference Interpreting Agents (ACIs), Provision of Quality Interpretation and Payment of ACIs – including payment of ACI contracts, travel expenses, insurance payments and access cards.

Data Controller: European Commission, Directorate General for Interpretation

Record reference: DPR-EC-00431, DPR-EC-00419 and DPR-EC-00506

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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 reason for the processing of your personal data, the way we collect, handle and ensure 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 related to processing of personal data of interpreters covers both officials and Conference Interpreting Agents (ACIs) from when they join the service (either as an official or as a ACI) and deals with all aspects of an interpreters’ professional life in the Institution. This process includes: the assignment to meetings; management and tracking of time slots for staff interpreters; the management of ACI’s personal data; the payment of ACI contracts, travel expenses and insurance payments and the management of their access cards to the Institution.

Please also note that we occasionally and informally use the term “freelance interpreter” in our individual records. The term “Conference Interpreting Agents (ACIs) is the official term for freelance interpreters eligible for recruitment from the Joint List common to the three EU Institutions (Commission, Parliament and Court of Justice). For further information as to the different categories of ACIs and what this means with regard to the management of their personal data, you should read the individual records of processing linked to this privacy statement.

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

Purpose of the processing operation: The European Commission (DG Interpretation) collects and uses the personal information of interpreters, both officials and ACIs, to manage the assignment of interpreters to meetings and to manage the administrative aspects of ACIs’ work over their professional life in the Institutions.

Using a set of applications developed by the European Commission (DG Interpretation), the processing of personal data is managed at different stages by specialist teams within the DG. For this reason, there are three separate records of processing for different key steps, but one privacy statement which explains clearly to data subjects how, where and why their data is processed.

Detailed information on each processing operation is contained in the individual record, however they broadly cover the following areas: assigning interpreters (staff and ACIs) to meetings; tracking interpreter’s time slot management; invitation of candidates to language adding tests; payments of ACIs; reports; business continuity management (i.e. to prepare, through exercises, and respond to crises and operational disruption affecting the normal functioning of the Commission).

In particular, personal data of ACIs is collected in order to execute the payment of remuneration, allowances, contributions to pension funds, travel insurance and reimbursement of travel expenses, or any other payment related to a contract awarded by the EU institutions (Commission, Parliament, Court of Justice).

The records of processing also cover the transfer of personal data to other EU institutions (Parliament and Court of Justice) for the functioning of the language services as well as the transfer of personal information to Member States and to the Commission's Representations.

The personal data collected will not be used for an automated decision-making including profiling.

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

The European Commission processes the personal data of:

- staff interpreters in order to carry out the procedures on behalf of the Commission in line with Title II of the Staff Regulations of Officials of the European Union and in conformity with the Rules on working conditions applicable to permanent and temporary staff interpreters (Ref : Ares(2014) 3853612).
- ACIs in order to carry out the procedures on behalf of the Commission in line with the Regulation of the Conditions of Employment of Other Servants and the revised Convention (the Agreement on working conditions and the pecuniary regime for freelance interpreters (ACIs) recruited by the Institutions of the European Union) of 1st September 2008 and the Implementing Rules of the revised Convention applicable as of 1st September 2008.

as processing is necessary to perform a

- (a) task carried out in the public interest or in the exercise of official authority vested in the European Union institution or body;
- (b) contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract.

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

In order to carry out this processing operation, the Commission collects the following categories of personal data:

- Personal data = any information relating to an identified or identifiable natural person: full name; nationality, passport or ID card information, date of birth, police certificate;
- Contact details such as e-mail address, telephone number, mobile telephone number, fax number, postal address, in case of emergency (ICE) contact;
- Professional information: languages, professional domicile (for ACIs);
- Bank account reference (IBAN and BIC codes);
- Information for the evaluation of selection criteria or eligibility criteria: expertise, technical skills and languages, educational background, professional experience, including details on current and past employment.

The provision of personal data is mandatory to meet a statutory or a contractual requirement, depending on whether the interpreter is an official or an ACI. If you do not provide your personal data, it might be impossible for the Commission (DG Interpretation) to award you contracts.

5. How long do we keep your personal data?

The Commission only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

The retention schedules are listed in more detail in the record of processing for each of the separate processing operations, but the personal files of Commission officials and ACIs are kept for 100 years after the date of their recruitment (in the case of ACIs, this counts from the date they are registered on the Joint List).

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 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 action 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 to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements. This includes transfers to other European Union Institutions and bodies and the teams representing the Presidency of the Council of the EU.

The controller may transfer your personal data to recipients in a third country in accordance with Regulation (EU) 2018/1725.

The basis for the transfer is explained in the individual records of processing and the derogations will also be indicated should there be a need to do so.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

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 your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) or 5(1)(c) on grounds relating to your situation.

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 contact the Data Controller, SCIC-AIC-WEB@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>.

This specific processing operation has been included in the DPO's public register with the following record references: DPR-EC-00431, DPR-EC-00419 and DPR-EC-00506.