

## **Data protection statement on the processing of personal data in the context of managing and maintaining a list of contacts providing trading support in the area of financial securities and cash management**

Protecting your privacy is of the utmost importance to the European Patent Office (EPO). We are committed to protecting your personal data and ensuring respect for data subjects' rights when performing our tasks and providing our services. All data of a personal nature that identify you directly or indirectly will be processed lawfully, fairly and with due care.

The processing operations described below are subject to the EPO Data Protection Rules ([DPR](#)).

The information in this statement is provided in accordance with Articles 16 and 17 DPR.

### **1. What is the nature and purpose of the processing operation?**

The Principal Directorate (PD) Administration of the Reserve Funds makes use of various external contractors (counterparties) for trading support in the area of financial securities and cash management. This data protection statement relates to the processing of a list of contacts employed by these contractors for trading support in the area of financial securities and cash management.

Personal data are processed for the following purposes: personal data of counterparty employees is processed for the purpose of dealing in securities.

The processing is not intended to be used for any automated decision-making, including profiling.

Your personal data will not be transferred to recipients outside the EPO which are not covered by Article 8(1), (2) and (5) DPR unless an adequate level of protection is ensured. In the absence of an adequate level of protection, a transfer can only take place if appropriate safeguards have been put in place and enforceable data subject rights and effective legal remedies for data subjects are available, or if derogations for specific situations as per Article 10 DPR apply.

### **2. What personal data do we process?**

The following categories of personal data are processed: name and surname, company position or area of responsibility, professional email address and professional telephone number.

### **3. Who is responsible for processing the data?**

Personal data are processed under the responsibility of the Principal Director Administration of the Reserve Funds, acting as the EPO's delegated data controller.

Personal data are processed for operational purposes by the EPO staff of PD Administration of the Reserve Funds. In exceptional cases, personal data may be shared with the EPO's legal department for due diligence purposes.

#### **4. Who has access to your personal data and to whom are they disclosed?**

Personal data are disclosed on a need-to-know basis to EPO staff working in PD Administration of the Reserve Funds. In exceptional cases, personal data contained in a contract may be shared with the EPO's legal department for due diligence purposes. Personal data will only be shared with authorised persons responsible for the necessary processing operations. They will not be used for any other purposes or disclosed to any other recipients.

#### **5. How do we protect and safeguard your personal data?**

We take appropriate technical and organisational measures to safeguard and protect your personal data from accidental or unlawful destruction, loss or alteration and unauthorised disclosure or access.

All personal data are stored in secure IT applications in accordance with the EPO's security standards. Appropriate levels of access are granted individually only to the above-mentioned recipients.

For systems hosted on EPO premises, the following basic security measures generally apply:

- User authentication and access control (e.g. role-based access control to the systems and network, principles of need-to-know and least privilege)
- Logical security hardening of systems, equipment and network
- Physical protection: EPO access controls, additional access controls to the data centre, policies on locking offices
- Transmission and input controls (e.g. audit logging, systems and network monitoring)
- Security incident response: 24/7 monitoring for incidents, on-call security expert.

In principle, the EPO has adopted a paperless policy management system; however, if paper files containing personal data need to be stored on EPO premises, they are locked in a secure location with a restricted access.

#### **6. How can you access, rectify and receive your data, request that your data be erased, or restrict/object to processing? Can your rights be restricted?**

You have the right to access, rectify and receive your personal data, not to be subject to a decision based solely on automated processing, to have your data erased and to restrict and/or object to the processing of your data (Articles 18 to 24 DPR).

If you would like to exercise any of these rights, please write to the [delegated controller](#), the Director Data Protection Office, at [DPOexternalusers@epo.org](mailto:DPOexternalusers@epo.org). In order to enable us to respond more promptly and precisely, you always need to provide certain preliminary information with your request. We therefore encourage you to fill in this [form](#) and submit it with your request.

We will reply to your request without undue delay and in any event within one month of receipt of the request. However, Article 15(2) DPR provides that this period may be extended by two further months where necessary in view of the complexity and number of requests received. We will inform you of any such delay.

#### **7. What is the legal basis for processing your data?**

Personal data are processed on the basis of Article 5(a) DPR. The processing is necessary for the performance of a task carried out in the exercise of the official activities of the European Patent Organisation or in the legitimate exercise of the official authority vested in the controller, which includes the processing

necessary for the Office's management and functioning, and for compliance with a legal obligation to which the controller is subject.

## **8. How long do we keep your data?**

Personal data will be kept only for the time needed to achieve the purposes for which it is processed.

Personal data will be deleted after termination of the contract. Personal data will be stored for the duration of the contract with the service provider.

In the event of a formal appeal/litigation, all data held at the time the formal appeal/litigation was initiated will be retained until the proceedings have been closed.

## **9. Contact information**

If you have any questions about the processing of your personal data, please write to the delegated data controller at [DPOexternalusers@epo.org](mailto:DPOexternalusers@epo.org).

You can also contact our Data Protection Officer at [DPOexternalusers@epo.org](mailto:DPOexternalusers@epo.org).

## **Review and legal redress**

If you consider that the processing infringes your rights as a data subject, you have the right to request review by the controller under Article 49 DPR and, if you disagree with the outcome of the review, the right to seek legal redress under Article 50 DPR.