



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Registration of Legal Entities and Bank Account (Business Partners) Files

Data Controller: BUDG.C3

Record reference: DPR-EC-00301

Table of Contents

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) and on which legal basis do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

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 (DPO) and the European Data Protection Supervisor (EDPS).

The information in relation to processing operation "Legal Entities and Bank Account Files / Business Partners" is presented below.

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

Purpose of the processing operation:

All financial and contractual transactions undertaken by Commission departments and External Entities using the Central Financial System of the European Commission require the **identification** of a unique Legal Entity record. Similarly, the Commission is collecting Bank Account related data in order to **execute payments**.

In addition, the **Financial Transparency System (FTS)** - a web portal open to public - provides transparency on funds financed from the EU budget. In such cases, according to the Article 38 of the Financial Regulation, the name and the locality of the recipient, the amount legally committed and the nature and purpose of the measure are published on internet (in line with the Financial Regulation, only commitments and payments above €15.000 are published, mainly for grant and procurement contracts, excluding the following categories of expenditures: scholarships, direct support paid to natural persons most in need, payments to research & development experts, reimbursement of travel and subsistence expenses for experts, staff related expenditure. In such case, only the name, the region and the amount of funding awarded will be published).

Therefore, the European Commission and by delegation the Directorate General for Budget (DG BUDG), and in particular **Unit C3**, as well as the External Entities¹ using the central financial system of the European Commission, collect and use your personal information to **validate your legal existence and to ascertain that no double entries exist in the system**.

Since 1 January 2005, the Commission used the information system "ABAC" for the control and follow-up of the accounting and financial transactions of the European Commission. From 1 January 2025, the Commission will move the business to "SUMMA" - a new accounting and

financial system with the same purpose as "ABAC". This system is already used by some of the European Commission's Agencies. For a certain period of transition between one system ("ABAC") to the other ("SUMMA"), the Commission will have two parallel systems working with this data.

Please note that **in case your personal data is collected by an External Entity**, DG BUDG is **joint controller** along with the External Entity with which you have been in contact, and which has collected your personal data. DG BUDG and the External Entity both jointly ensure compliance with data protection requirements under service-level agreements which govern the exact procedures to be followed and the responsibilities of each party. Currently, the central financial system of the Commission is used by approximately 50 External Entities (departments, Executive Agencies, other EU agencies, Joint-Undertakings etc.) and the role of each has been defined in the joint- controllership agreement that each entity has signed¹.

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

3. On what legal ground(s) and on which legal basis do we process your personal data?

We process your personal data, because the processing:

- is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body according to Article 5.1(a) of Regulation (EU) 2018/1725, such as Articles 33 to 38 57, 69, 70, 71 of the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union- Financial Regulation (FR).
- is necessary for compliance with a legal obligation to which the controller is subject according to Article 5.1(b) of Regulation (EU) 2018/1725. Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union- Financial Regulation (FR)- and in particular Article 86 stipulates powers and duties of the Accounting Officer with respect to the creation and management of legal entity files and for the keeping of supporting documents. These files and documents contain the needed personal data for a sound and legal management of payments and recovery of sums.
- The processing of your personal data might also be necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract (Article 5.1(c)). In case of absence of this processing, no contracts with or financing decisions in your favor could be concluded and no monitoring of the correct execution of these contracts/decisions would be possible.

Once the personal data is provided and payments are done, this personal data might be processed later in case of recovery of overdue debts (further information can be found under the DPR-EC-02100).

¹ External Entities using ABAC-SUMMA under SLA – for example Executive Agencies, JRC, the European Parliament etc.

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

We collect your personal data to ensure the legal existence of the beneficiary of the payment and to ascertain that no doubles entries exist in the system for the same beneficiary.

In order to carry out this processing operation, the Data Controller² collects the following categories of personal data:

- the information you have filled in the Legal Entity / Business Partner Form as well as the supporting documents you have provided (e.g. ID document);
- the information you have filled in the Financial Identification Form as well as the supporting documents you have provided (i.e. bank statement).

The personal data includes: the name, first name, permanent address, identity card/passport number or the number of another accepted identity document, personal number (for certain countries), NUP Number (for staff only), PerID (for staff only), date/place/country of birth, email address, phone number, legal & budgetary commitments, payments, bank account number, bank account name, address declared to the bank, copy of ID document, signature, Bank statement.

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- **a maximum of 10 years** after the last transaction for data related to natural persons other than Commission staff;
- **up to 100 years** after the date of recruitment for staff (to satisfy any request that may come in after the end of a staff member's contract or after their retirement).

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

All personal data are stored either 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**. These 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

² In case your personal data is collected by an External Entity, DG BUDG is joint controller along with the Entity with which you have been in contact, and which has collected your personal data.

processed.

Organisational measures include restricting access to the personal data solely to authorised persons according to the “need to know” principle for the purposes of this processing operation. Such access requires the authorization of the user organization’s Director General. The accesses granted are reviewed on a regular basis and, in case it is no longer needed, the access to personal data is revoked.

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 the authorised staff according to the “**need to know**” principle. This means that only the data used for your **unique identification** (first name, last name, country and date of birth) is accessible by all ABAC-SUMMA users in order to avoid potential double entries in the system.

Access to the other collected personal data is granted only to the specific staff with a **specific access right profiles**. Such access requires the authorization of the user organization’s Director General. The accesses granted are reviewed on a regular basis and in case it is no longer needed, the access to personal data is revoked.

All authorised officers of the Commission, European External Action Service, consultative bodies and External Entities, which make use of ABAC-SUMMA under service-level agreements and deal with the financial and accounting matters, may have access on “need to know” basis to your data. Your personal data may also be sent to the Internal Audit Service, the Court of Auditors, the Financial Irregularities Panel, the Anti-fraud Office and any other institution or entity responsible for audits or investigations.

Your personal data may be transferred to banking institutions in order to execute payments as defined in the contract. In case you are requesting a payment to a bank account which is not located in EEA, your personal data will be transferred to the banking institutions of a third country in accordance with Regulation (EU) 2018/1725. The transfer would be based on adequacy decision (Art. 47) in absence of which on appropriate safeguards (Art. 48) or based on derogations (Art. 50. 1(b) and 50. 1(c)). A limited set of information on beneficiaries under direct management will be accessible to the public through the FTS website on Europa.

Under certain conditions, a limited set of information on beneficiaries under direct management could be accessible to the public through the Financial Transparency System website on Europa (Art. 38.2 Financial Regulation).

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) on grounds relating to your particular 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, we would **advise** you to **contact our joint controller as your first point of contact, namely the department of the institution or agency of the European Union to which you have submitted your data and which is responsible for their collection and transmission** to DG BUDG.

Only then and if needed, contact the European Commission and by delegation the Directorate General for Budget (DG BUDG), and in particular the DG BUDG DPC and Unit C3 “Legal Entities and Bank Accounts Files” via our contact page https://european-union.europa.eu/contact-eu/write-us_en) or via our functional mailbox BUDG-SUMMA-BP@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may also contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) regarding 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: ec.europa.eu/dpo-register. This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-00301.