

## **PRIVACY STATEMENT**

### **for processing of personal data related to BERECnet use**

The Agency for support for BEREC (BEREC Office) processes the personal data of a natural person in compliance with Regulation 2018/1725 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This privacy notice explains BEREC Office's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

#### **1. What is the purpose and legal basis for processing your personal data?**

BERECnet is the main platform for collaboration, work organization and communication between BEREC members, the BEREC Office and European Commission, which is based on the MS SharePoint On-Premises. We collect and use your personal information to allow identification of the users that access the SharePoint platform in order to authenticate their profile rights and personalise their experience. This data is stored by default by the platform in order to function properly and is attached as metadata to the files to indicate for instance who has changed a file.

The legal basis for the establishment and operation of BERECnet is laid down in Article 41 of Regulation (EU) 2018/1971 (BEREC Regulation), which requires the BEREC Office to establish and manage an information and communication system that serves as a common platform for the exchange of information, enabling BEREC, the Commission, and NRAs to access the necessary information for the consistent implementation of the Union regulatory framework for electronic communications.

The processing of personal data within BERECnet is therefore lawful under Article 5(1)(a) and (b) of Regulation (EU) 2018/1725.

#### **2. What personal data is collected and processed?**

In order to fulfil the above mentioned purpose we collect the following categories of personal data:

- **Data linked to user management**
  - User-related data includes personal information provided for identification or registration, along with logs of their platform activity, in particular:
    - Name (first and last name);

- Email;
- Username and usermail;
- Position within BEREC or BEREC Office;
- Country, national authority and position within the authority (on voluntary basis);
- Phone and fax number (on voluntary basis);
- Postal address of the office (on voluntary basis);
- User's activity logs, including times and geolocation data for accessing the system (Country, IP address as access is restricted only to users connecting from countries which are members of BEREC).

- **Data linked to document management**

BERECnet stores various types of documents (e.g. BEREC reports, opinions, minutes of the meeting, agendas etc.) and information about users' contributions on these documents (e.g. who uploaded given document, who has been editing it and when etc.) in the form of metadata and document management logs which are used for audit log reports (on performed operations like creation, editing or deletion of documents) storing: first name, last name, username and when the given operation is performed.

- **Personal Data in Documents:**

Any personal data contained within the documents (e.g., names, contact details, addresses, or other identifying information)

- **Any personal data contained in BERECnet, other than documents**, such as photo galleries, recordings of meetings, contact lists.

### **3. Who has access to your personal data and to whom is it disclosed?**

Access to BERECnet sections is granted on the need-to-know principle. The broadest unlimited access within the system is granted only to the selected ICT staff responsible for the system administration. This access concerns the technical management of all sections, not the content of the data processed therein. This includes the authorized staff of the contractors supporting the maintenance of the system. The remaining BERECnet users are granted only restricted access rights to the sections assigned to them, based on their position within BEREC, i.e. based on the role and responsibilities for specific BEREC and BEREC Office activities.

This restricted access applies all users, i.e. to the BEREC members' experts, experts of the European Commission and to the BEREC Office staff responsible for support of specific BEREC activities.

Personal data processed within BERECnet are not transferred outside the European Union or the European Economic Area. All data are hosted within the EU and subject to appropriate contractual and technical safeguards.

#### **4. How long are your personal data kept?**

The BEREC Office keeps personal data only for the time necessary to fulfil the purpose of collection. Personal data linked to the BERECnet users (user management) are stored for the duration of their involvement in BERECnet activities, i.e. from the time of their registration till the moment of their account deletion.

Accounts are deleted when the BERECnet administrator is informed —by the authorised representative of the respective national authority (for BEREC users) or the line manager (for BEREC Office staff)— that the user is no longer involved. Additionally, BERECnet performs an annual validation of user accounts. During this process, inactive accounts are identified and deleted no later than twelve months after the user's last active involvement. Users logs are automatically deleted following the user account deactivation.

Data linked to the documents (such as document management logs linked to the collaboration process on the documents) are stored as long as the documents themselves.

Documents stored in BERECnet may also be formally registered in the ARES system of the BEREC Office. Only documents in ARES are subject to defined retention periods, as set out in the BEREC Office's retention list, aligned with the Common Commission-level retention list.

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

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing.

You also have the right to object to processing of your personal data.

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

#### **6. Who is the data controller and how to exercise your rights?**

The BEREC Office shall exercise the tasks of the data controller for the purpose of these processing operations.

To exercise the mentioned rights, you can contact the controller by sending an email to: [pm@berec.europa.eu](mailto:pm@berec.europa.eu)

If you consider your data protection rights have been breached, you can always lodge a complaint with the BEREC Office's Data Protection Officer ([dpo@berec.europa.eu](mailto:dpo@berec.europa.eu)) or with the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)