

## Annex II

### Privacy Statement - Discussion forum for Directive 2005/36/EC Contact Points

#### **1. Aims and actors of Discussion forum**

The objective of the discussion forum is for use by contact points designated by Directive 2005/36/EC and established in the EU Member States and EEA countries<sup>Error! Bookmark not defined.</sup> responsible for assisting EU citizens seeking recognition of professional qualifications in another country. It does so by providing a tool for the exchange of information, documents and best practice on matters concerning recognition of professional qualifications to enable citizens to establish themselves or provide services anywhere in the EU.

The forum is operated by the European Commission and discussion posts are handled by persons within designated national contact points in all Member States of the European Economic Area (all members of the EU and Norway, Iceland and Liechtenstein). Commission can also intervene.

#### **2. What is the applicable law?**

All processing acts within the responsibility of the European Commission are governed by Regulation 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

#### **3. Which data does the Discussion forum collect and for which purpose are they used?**

The minimum set of necessary personal data for the contact person within the contact point is collected at the moment of registration and introduced directly into the forum. Data includes full name, professional business and e-mail address, professional telephone and fax numbers. The data is necessary to provide contact details for the other contact points (Article 57 of Directive 2005/36/EC).

Please note that the forum is not meant to collect personal data of citizens and the Commission is not held responsible if this data is introduced. Users are requested not to disclose the personal data of a citizen concerned when discussing a particular issue. Instead, reference should be made to Mr/Mrs X or citizen A, etc. Neither should any document attached refer to this personal data, which should be blanked out before being uploaded on the forum.

#### **4. Who has access to the data?**

The discussion forum is a secure site with log-in and password, so the data is accessible only to the Contact Points and to the Commission (Unit D4 of DG Markt and the technical support team if technical difficulties arise with the database). Registration on the site as a new user has to be validated by the Commission.

#### **5. How long will your data be stored?**

Personal data of users will be kept in the forum for as long as they are designated contact points or until Commission is informed of a change thereof. Users are invited to notify the Commission of any change in designation of contact persons within the contact point. When this is the case, your account is deactivated promptly but its history remains in our database for 18 months after your account has been closed, visible only to COM. This is to allow follow-up of discussions when there are new developments on a particular issue.

#### **6. Which security measures are in place against unauthorised access?**

The Discussion forum is protected by a number of technical measures. Access to the forum is secured by a system of log-in and password created directly by each user upon self-registration to the forum. Access to the personal data stored in the database is only allowed to a restricted group as described above under point "How long will your data be stored?"

#### **6. Access to your personal data**

Access to your personal data as national Contact Point is possible via the contact address below in point 8.

#### **7. Additional information**

In addition to the Privacy Statement, the "important legal notice" ([http://europa.eu/geninfo/legal\\_notices\\_en.htm](http://europa.eu/geninfo/legal_notices_en.htm)) also applies.

#### **8. Contact information**

The Discussion forum is managed by the European Commission's Directorate General for Internal Market, Industry, Entrepreneurship and SMEs, unit E.5.

The contact address for the Discussion forum is:

European Commission  
Directorate General for Internal Market, Industry, Entrepreneurship and SMEs  
Unit E.5.  
B-1049 Brussels  
Belgium  
[GROW-E5@ec.europa.eu](mailto:GROW-E5@ec.europa.eu)

If you want to file a complaint against any data processing act executed under the Commission's responsibility, you may contact the European Data Protection Supervisor:

European Data Protection Supervisor (EDPS)  
60, Rue Wiertz (MO 63)  
B-1047 Brussels  
Belgium  
Tel: +32.2.283.19.00  
Fax: +32.2.283.19.50  
E-mail: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)