



Privacy Statement	Document number: RE.DAPR.011-2
	Approval date: 11/07/2014

Privacy Statement on Processing Tender Applications and Contracts

Regulation (EC) 45/2001 applies to the processing of personal data carried out by CEPOL.

Further to Article 11 and Article 12 of the Regulation, the CEPOL provides the data subjects with the following information:

Data Controller	Head of Corporate Services Department
Purpose of processing	The purpose of processing of personal data is to evaluate the tender applications and to monitor the implementation of the contracts to implement the CEPOL procurement process
Data subjects	Candidate or tenderer, its staff and any subcontractors applying for a public procurement Tender Opening and Evaluation Committee members / Tender Evaluators
Data which will be processed for the purpose	<p>Candidates or tenderers:</p> <ul style="list-style-type: none"> - Name (title, first name, surname) and function - Contact details (company and department, postal address, country of residence, business telephone number, mobile telephone number, fax number, e-mail address, internet address) - Bank account details (account number, name of the account holder, name and address of the bank, IBAN and BIC codes) - Passport/ID number (natural persons) or company registration number (legal persons), VAT number and/or membership in a trade or professional organisation - Information for the evaluation of selection criteria: financial and economic capacity (bank statements or professional risk indemnity insurance or balance sheet or statement of turnover) - Expertise, technical and language skills, educational background, professional experience including details on current and past employment - Certificates for social security contributions and taxes paid, extracts from judicial records - Other personal data contained in CVs (gender, date of birth, nationality) <p>Tender Opening and Evaluation Committee members / Tender Evaluators:</p>

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	- Name
Data recipients	<p>Relevant CEPOL staff involved in the procurement management process (Procurement Support Officer, Authorising Officers, Head of Corporate Services Department, actors of the financial workflow)</p> <p>Tender Opening and Evaluation Committee members / Tender Evaluators (CEPOL)</p> <p>Internal Audit Service, European Court of Auditors, OLAF and any other institution or body competent in the fields of auditing or investigation (upon request)</p> <p>Members of the public - personal data (such as name, address, telephone, email) of the winner of the call for tender will be made available to the public in accordance with the obligation to publish information on the outcome of the procurement procedures</p>
Nature of response	Mandatory to enable the processing of tenders
Access to data	Data can only be accessed by the Data Controller and a limited number of CEPOL staff requiring access to perform their tasks in relation to procurement management process
Right to access data	The data subjects have the right to access the data by sending a request to the Data Controller. Access to the aggregated evaluation results is granted, but not the access to scores and opinions of individual members of the evaluation committee.
Right to block data	The data subjects can obtain from the Data Controller the blocking of data
Right to rectify data	The data subjects can obtain from the Data Controller the rectification without delay of inaccurate or incomplete personal data concerning him/her. A right to rectify inaccurate or incomplete data it is limited to the objective factual data. The applicants have the possibility to complement the existing evaluation data by means of the respective appeal procedures.
Right to erase	The data subjects can obtain from the Data Controller the erasure of the data
Right to object	The data subjects have the right to object to the processing of the data
Right to obtain notification to third parties	<p>The data is not disclosed to third parties except for auditing or investigation purposes (upon request).</p> <p>Members of the public will be informed of the winner of the call</p>

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	for tender (in accordance with the obligation to publish information on the outcome of the procurement procedures).
Legal basis of the processing operation at stake	<p>Article 5(a) of Regulation (EC) 45/2001</p> <p>CEPOL Governing Board Decision 01/2014/GB of 21 February 2014 on Adopting the Financial Regulation and Repealing Decision 28/2011/GB ('CEPOL Financial Regulation')</p> <p>Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, ('Financial Regulation') in particular Articles 110, 131-133 and 204</p> <p>Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union ('Rules of Application') in particular Articles 146-148, 201-202 and 287</p>
Time limit for storing the data	<p>Files relating to procurement procedures are kept for a period of 5 years from the date of decision granting discharge in respect of implementation of the CEPOL's budget.</p> <p>Successful candidates or tenderers and the Tender Opening and Evaluation Committee members / Tender Evaluators: 7 years after the signature of the respective contract.</p> <p>Unsuccessful candidates or tenderers: 5 years after the end of the particular procedure to allow for all possible appeals.</p> <p>Extracts from judicial records are kept for 2 years after the signature of the contract or cancellation or abandonment of the procurement procedure.</p>
Contact information for the Data Controller	<p>Head of Corporate Services Department European Police College CEPOL House Bramshill Hook RG27 0JW Hampshire United Kingdom Tel: +44 (0)1256 602668 procurement@cepol.europa.eu</p>
Right to have recourse	<p>The data subjects shall have right of recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).</p>