

# Privacy Statement for “*Public Procurement*”

30 January 2024

## 1. Description of the processing operation.

The European University Institute (EUI) issues public contracts according to the rules set up in the [President's Decision n.76/2023](#) of 20<sup>th</sup> December 2023 concerning Public Procurement.

For this reason, the Head of the Unit in charge of the specific procedure requires e.g. personal data (Contract Information Form-CIF), CVs, quotations, bank details and other financial data (only for selected candidates).

The Head of the Unit in charge of the specific procedure acts as Data Controller.

## 2. What personal information do we collect, for what purpose(s), and through which technical means?

Types of data collected:

- Personal data allowing the contractor to be identified: e.g. surname and first name/company name, date of birth, address of fiscal/legal residence, legal representative (only company), tax code (VAT number for companies);
- Curriculum vitae (if applicable) – sensitive data (e.g. religious beliefs) may be processed, as they may be revealed by the data subjects in their CV;
- Quotation (if applicable);
- Bank details and other financial data (only for selected candidates).

Purposes: procurement procedures, drafting of public contracts to be awarded, auditing purposes.

Personal data are submitted via e-mail or post/courier to the EUI.

## 3. Who has access to your information and to whom it is disclosed?

Access to data inside the EUI:

Up to €140.000:

- Staff of the Unit in charge of the specific procedure;
- Procurement office;
- EUI staff members appointed for the evaluation of tenders;
- BFA Service' staff in charge of processing budgetary commitment and payment;
- Secretary General Office (only in case of approval of exceptional cases);
- Executive Committee and President's Office (only in case of approval of exceptional cases).

Over €140.000:

- Staff of the Unit that is in charge of the specific procedure;
- Procurement office;
- EUI staff members appointed to participate in evaluation and opening committees;
- External experts for supporting the evaluation committee (if appointed);
- Office of the Secretary General;
- Internal Audit Office;
- Protocol Office for archiving purposes;
- BFA Service' staff in charge of processing budgetary commitment and payment.

In addition, in case of control or dispute, no matter the value of the contract, data may be disclosed to the Internal Audit Office and/or Legal Office. Also, the Accounting Officer may need to have access to data in order to perform checks considered necessary to enable the signing of the accounts.

#### **4. How do we protect and safeguard your information?**

The security of personal data is safeguarded in compliance with Article 11 (Security of processing) of the [President's Decision n.10/2019](#) of 18<sup>th</sup> February 2019 regarding Data Protection at the EUI. Only subjects involved in the specific procedure have access to the essential data necessary to perform their tasks/services.

Data may be stored in:

- Mailboxes/shared folders of the Unit in charge of the specific procedure;
- Procurement Office's mailboxes/shared folders;
- BFA Service's mailboxes/shared folders;
- The Electronic Document and Records Management System of the EUI (Alfresco).

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

- Documents relating to tender procedures (all documents but contract, tender specifications and technical + economic tender) are to be archived for 10 years following the signature of the contract;
- Documents relating to the management of the contracts (contract, tender specifications and technical + economic tender) are to be archived for 10 years following the last payment by the EUI;
- Unsuccessful tenderer's documents: tenders and requests to participate from unsuccessful tenderers or candidates have to be kept only for 5 years following signature of the contract.
- Any documents relating to operations not definitively closed shall be kept beyond 10 years until the end of the year following that in which the operations are closed, in line with Article 78 of the [EUI's Financial Rules](#).

#### **6. How can you verify, modify or delete your information?**

If you wish to verify which personal data are stored by the responsible Data Controller, or access, correct or delete your personal data stored at the EUI, please contact the Procurement Office [[fm.procurement@eui.eu](mailto:fm.procurement@eui.eu)], which will forward your request in full confidentiality to the Head of the relevant Unit acting as Data Controller. You will receive a reply within 30 working days of receipt of the request.

Remarks concerning this privacy statement can be addressed to [data\\_protection\\_officer@eui.eu](mailto:data_protection_officer@eui.eu) .

#### **7. Right of recourse**

If you consider that your rights under EUI President's Decision n.10/2019 have been infringed as a result of the processing of your personal data by the EUI, you have the right to request a review according to Article 27 of the aforementioned decision.

Such requests should be addressed to the Procurement Office [[fm.procurement@eui.eu](mailto:fm.procurement@eui.eu)], which will forward your request in full confidentiality to the Head of the relevant Unit acting as Data Controller.:

They should be notified simultaneously to [data\\_protection\\_officer@eui.eu](mailto:data_protection_officer@eui.eu) .