



15 March 2024
EMA/116896/2024

Records of data processing activity for the handling of data subject's requests

1.	Last update of this record, version number:	N/A, v01
2.	Reference number:	EMA-001-RoPA-01
3.	Name and contact details of controller:	European Medicines Agency Internally: Depending on the subject matter and nature of the request, the applicable Head of Division, Advisory Function or Task Force is appointed as 'Internal Controller' Contact: dataprotection@ema.europa.eu
4.	Name and contact details of DPO:	dataprotection@ema.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	N/A
7.	Purpose of the processing	The purpose of this data processing activity is to handle and respond to the requests of data subjects looking to exercise the rights conferred upon them by Regulation (EU) 2018/1725 in the context of performing of the Agency tasks, including: <ul style="list-style-type: none">• Performing the required checks as foreseen by law• Performing the relevant administrative tasks required to respond to the data subject.
8.	Description of categories of persons whose data EMA	We may process personal data directly collected from you when you submit your data subject request and when communicating with us. We may also request an official

Official address Domenico Scarlattilaan 6 • 1083 HS Amsterdam • The Netherlands

Address for visits and deliveries Refer to www.ema.europa.eu/how-to-find-us

Send us a question Go to www.ema.europa.eu/contact **Telephone** +31 (0)88 781 6000

An agency of the European Union



	processes and list of data categories	<p>identification document from you in order to ensure the security of processing and minimize the risk of unauthorised disclosure of personal data. As data controller, we must be able to identify which data refer to the data subject and confirm the identity of the person in case of doubts.</p> <p>We may collect the following personal data from you:</p> <ul style="list-style-type: none"> • First and last name • Email address • Copy of identification document (ID/passport) • Any other personal data that you, as a data subject, communicate to us (e.g. phone number, postal address) <p>If the request is done by an individual on behalf of the data subject, we may also process the abovementioned personal data of him/her.</p>
9.	Time limit for keeping the data	The processing of your personal data in accordance with this Data Protection Notice is necessary for the compliance with a legal obligation to which the controller is subject, namely Article 5(1)(b) of the EUDPR. Article 14 EUDPR sets out the obligations of EMA as data controller when handling data subjects' requests for exercising the rights set out in Chapter III of the EUDPR.
10.	Recipients of the data	The data collected will be processed internally by staff within the EMA division(s), advisory function(s) and task force(s) responsible for addressing the request, in addition to the Data Protection Officer and the Legal Department when applicable.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12.	General description of security measures, where possible.	<p>Your personal data is kept in an internal, secure electronic environment designed and maintained to prevent accidental or unlawful destruction, loss, alteration or transfer of the data stored.</p> <p>Data may only be accessed by authorised EMA staff on a need-to-know basis.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where	<p>Details concerning the processing of your personal data are available on the Agency's website at:</p> <p>https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement</p>

	applicable), see the privacy statement:	Here you will find the data protection notice regarding this specific data processing operation as well.
--	---	--