



EMA/383048/2019

Record of data processing activity relating to requests for access to documents (public)

1.	Last update of this record, version number:	13 May 2020, version 2
2.	Reference number:	S8
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of Stakeholders and Communication Division S-DataController@ema.europa.eu
4.	Name and contact details of DPO:	dataprotection@ema.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Purpose of the processing	Processing of personal data is necessary for handling the document access requests received by EMA and for providing access to the requested documents to the requester in accordance with Regulation (EC) No 1049/2001.
8.	Description of categories of persons whose data EMA processes and list of data categories	<p>The following categories of data subjects are subject to this processing operation:</p> <ul style="list-style-type: none">RequestersThird party contacts of the author/owner of requested document <p>The following categories of personal data about requesters are collected for this processing operation:</p> <ul style="list-style-type: none">title/ first name/surname;email address;organisation/employer (where applicable);location (country);subject matter of the request.

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		<p>The above data is submitted through the Ask EMA online form.</p> <p>Additional contact details may be provided voluntarily by the requester.</p> <p>The following categories of personal data about third party contacts of the author/owner of requested document are collected for this processing operation:</p> <ul style="list-style-type: none"> • Name and contact details of official named contact
9.	Time limit for keeping the data	The file (including the request, the response, any related correspondence and all supporting documentation) will be stored by EMA for a maximum of ten years after the closure of the case, or as long as EMA is under a legal obligation to do so.
10.	Recipients of the data	The data collected will be processed internally by EMA staff from Documents Access and Publication (DAP) service, responsible for handling the request to access documents. EMA staff from other departments/services, such as the Legal Department may also be involved in handling the request. Personal data submitted by the applicants are not disclosed outside EMA.
11.	Are there any transfers of personal data to third countries or international organisations?	No
12.	General description of security measures, where possible.	<p>The Agency has appropriate technical and organisational measures in place, including organisational policies, to safeguard the security of personal data and ensure the confidentiality, integrity and availability of the relevant systems, services and the personal data processed within them. In particular,</p> <ul style="list-style-type: none"> • the relevant documentation is stored electronically on a secure network in an electronic records management system, and the request is logged in an internal database; • passwords are required to access both systems.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Details concerning the processing of your personal data are available on the Agency's website at: https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement, where you may find the EMA General Privacy Statement as well as the privacy statements on specific data processing operations.</p>