



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

9 March 2022  
EMA/67519/2022  
European Medicines Agency

## European Medicines Agency's Data Protection Notice

For the processing of the contact points of scientific committees (CXMP) members/alternates' for internal use by the same committees

This Data Protection Notice explains the processing of personal data by the European Medicines Agency (hereinafter "EMA" or "Agency") in the context of the scientific committees (CXMP) and their members/alternates' contact points for internal use by the same committees.

This includes making the data available in the Managing Meeting Documents (MMD) system for the use by all members of the Agency's scientific committees.

For the purpose of this data protection notice, CXMP shall include all scientific committees for human and veterinary medicinal products hosted by the EMA, including the Coordination Group for Mutual Recognition and Decentralised Procedures - human (CMDh) and the Coordination Group for Mutual Recognition and Decentralised Procedures for Veterinary Medicinal Products (CMDv).

### 1. Who is responsible for processing your data?

#### 1.1. Who is the data controller?

The Agency is ultimately responsible for complying with your data protection rights and freedoms. On behalf of the Agency, the Head of Human Medicines Division, for the human led committee and the CMDh, and the Head of Veterinary Medicines Division, for the veterinary led committee and CMDv, are appointed as 'Internal Data Controller' to ensure the lawful conduct of this processing operation.

You may contact the relevant Internal Controller via the following email address:

[datacontroller.HumanMedicines@ema.europa.eu](mailto:datacontroller.HumanMedicines@ema.europa.eu)

[datacontroller.veterinary@ema.europa.eu](mailto:datacontroller.veterinary@ema.europa.eu)

### 2. Purpose of this data processing

The purpose of this data processing activity is the provision of a list of contact points of CXMP members/alternates for internal use by the same scientific committees for the performance of the Agency's tasks, including:

- Providing a secretariat to scientific committees;

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**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](http://www.ema.europa.eu/how-to-find-us)

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

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- Facilitating communication between scientific committee members/alternates.

### **2.1. Personal data concerned**

In this processing operation, such data may include one or more of the following:

- a) First and last name;
- b) Work contact details: address, telephone number and email address;
- c) Emergency 24 Hour Fax Number, if available;
- d) Emergency 24 Hour Telephone Number, if available;
- e) Mobile Number, if available;
- f) Personal Title, if available;
- g) Position Title, if available.

Besides the contact details of CXMP members/alternates, the list may also contain contact details of other regular CXMP attendees (e.g. Working Party chairs).

Making the data elements listed in points c)-g) above available in MMD is optional.

### **2.2. Legal basis of the processing**

According to Article 56 of Regulation (EC) 726/2004 the Agency provides the secretariat to the scientific committees for technical, scientific and administrative support and to ensure appropriate coordination between them.

According to Article 27(1) of Directive 2011/83/EC, the Agency provides the secretariat of the CMDh.

According to Article 139(7) of Regulation (EU) 2019/6 the Agency provides the secretariat of the Committee for Veterinary Medicinal Products (CVMP) for technical, scientific and administrative support and appropriate coordination between the CVMP and other committees of the Agency

According to Article 142(2) of Regulation (EU) 2019/6 the Agency provides the secretariat of the CMDv. The Agency provides the above-mentioned list for the better functioning of the CXMP committees and the CMDx.

The lawfulness of this data processing is based on Article 5(1)(a) of Regulation (EU) 2018/1725 with reference to Recital 22 of that Regulation, namely processing necessary for the performance of a task carried out in the public interest as mandated by Union legislation referenced above.

As regards data elements listed in points c)-g) of Section 2.1 above which are made available in MMD on an optional basis the lawfulness of their processing is based on Article 5(1)(d) of Regulation (EU) 2018/1725, namely the consent of the data subject concerned.

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

Your data will remain in the list as long as you are a member/alternate of the scientific committees or if you are a regular CXMP attendee. Your data will be removed from the list upon your resignation from this role.

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

The data will be visible to EMA staff and to staff of EU national competent authorities (NCAs), who have been granted access to MMD on a need to know basis.

## 5. Your data protection rights

As data subject (i.e. the individual whose personal data is processed), you have a number of rights:

- **Right to be informed** – This Data Protection Notice provides information on how EMA collects and uses your personal data. Requests for other information regarding the processing may also be directed to the Internal Data Controller.
- **Right to access** – You have the right to access your personal data. You have the right to request and obtain a copy of the personal data processed by EMA.
- **Right to rectification** – You have the right to obtain - without undue delay - the rectification or completion of your personal if it is incorrect or incomplete.
- **Right to withdraw consent** – You have the right to withdraw your consent to the processing of your personal data. However, this will not affect the lawfulness of any processing carried out before consent is withdrawn.
- **Right to erasure** – You have the right to require EMA to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing. In certain cases, your data may be kept to the extent it is necessary, for example, to comply with a legal obligation of the Agency or if it is necessary for reasons of public interest in the area of public health.
- **Right to restrict processing** – In a few, codified cases, you have the right to obtain the restriction of the processing, meaning that your data will only be stored, but not actively processed for a limited period of time. For more information about this right and its limitations, see the EMA General Data Protection Notice, hosted at [www.ema.europa.eu/en/about-us/legal/privacy-statement](http://www.ema.europa.eu/en/about-us/legal/privacy-statement).

The rights of the data subject can be exercised in accordance with the provisions of Regulation (EU) 2018/1725. For anything that is not specifically provided for in this Data Protection Notice, please refer to the contents of the general EMA Data Protection Notice: [www.ema.europa.eu/en/about-us/legal/privacy-statement](http://www.ema.europa.eu/en/about-us/legal/privacy-statement)

## 6. Recourse

In case you have any questions regarding the processing of your personal data, or you think that the processing is unlawful or it is not in compliance with this Data Protection Notice or the general EMA Privacy Statement, please contact the **Internal Controller** at [datacontroller.HumanMedicines@ema.europa.eu](mailto:datacontroller.HumanMedicines@ema.europa.eu) for human led committees or [datacontroller.veterinary@ema.europa.eu](mailto:datacontroller.veterinary@ema.europa.eu) for veterinary led committees or the **EMA Data Protection Officer** at [dataprotection@ema.europa.eu](mailto:dataprotection@ema.europa.eu)

You also have the right to lodge a complaint with the **European Data Protection Supervisor (EDPS)** at any time at the following address:

- Email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

- Website: [www.edps.europa.eu](http://www.edps.europa.eu)
- Further contact information: [www.edps.europa.eu/about-edps/contact\\_en](http://www.edps.europa.eu/about-edps/contact_en)