



EMA/572058/2019

## Record of data processing activity relating to contracts database (public)

1.	Last update of this record, version number:	31 December 2019, version 1
2.	Reference number:	A13
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of Administration and Corporate Management Division <a href="mailto:datacontroller.administration@ema.europa.eu">datacontroller.administration@ema.europa.eu</a>
4.	Name and contact details of DPO:	<a href="mailto:dataprotection@ema.europa.eu">dataprotection@ema.europa.eu</a>
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	Processing of personal data is necessary for the management and administration of procurement contracts by the Agency. The Agency is required to provide reports and statistics on the implementation of its procurement contracts and their volume. It also needs to ensure efficient management of its contracts, amendment and expiry dates. It also keeps an electronic copy of contracts concluded for business continuity and contract implementation purposes.
8.	Description of categories of persons whose data EMA processes and list of data categories	The following categories of data subjects are subject to this processing operation: <ul style="list-style-type: none"><li>• Individuals dealing with EMA's contracts and individual contractors:</li></ul> The following categories of personal data are collected for this processing operation: <ul style="list-style-type: none"><li>• first name, last name, title, address, e-mail address,</li></ul>



		<p>telephone</p> <ul style="list-style-type: none"> <li>Bank account details (IBAN, account number and sort code, SWIFT/BIC.)</li> </ul> <p>For some contracts:</p> <ul style="list-style-type: none"> <li>ID or passport</li> <li>Data related to tenderers specific capabilities such as legal and regulatory capacity, financial and economic capacity, technical and professional capacity.</li> </ul>
9.	Time limit for keeping the data	<p>5 years after annual budget discharge.</p> <p>Contracts are kept for 10 years due to audit requirements.</p> <p>Data used for validation of legal entity and bank account is kept in accordance with the retention period stated in record A10.</p>
10.	Recipients of the data	<p>Organisational entity at EMA responsible for conduction of procurement procedure and (commercial) contract implementation (A-FI)</p> <p>Organisational entity owning and/or using the contract (technical contract implementation).</p>
11.	Are there any transfers of personal data to third countries or international organisations?	N/A
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"> <li>Paper copies are stored in locked cabinets.</li> <li>Electronic copies can be accessed only through PC password and specific folders containing procurement and contract related personal data can only be assessed by certain organisational entities using/implementing the contract.</li> </ul>
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: <a href="https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement">https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement</a>, where you may find the EMA General Privacy Statement as well as the privacy statements on specific data processing operations.</p>