



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

10 March 2026
EMA/59131/2026

European Medicines Agency's Data Protection Notice For Women Leadership Development and Mentoring Activities

This Data Protection Notice explains the most essential details of the processing of personal data by the European Medicines Agency (hereinafter 'EMA' or 'Agency') in the context of the activities of the Women Leadership Development initiative among all EU Agencies Network ('EUAN')¹.

It is important that you read and retain this data protection notice, together with any other data protection notice we may provide on specific occasions when we are collecting or using personal data about you, so that you are aware of how and why we are using such data and what your rights are under the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data² (hereinafter 'EUDPR').

1. Who is responsible for processing your data?

1.1. Who is the data controller?

The EMA, represented by its Executive Director ('ED') is responsible to comply with your data protection rights and freedoms under the provisions of EUDPR. On behalf of EMA, the Head of Administration and Corporate Management Division is appointed as 'Internal Controller' to ensure the proper implementation of the processing operation.

You may contact the Internal Controller via the following email address:
datacontroller.administration@ema.europa.eu

1.2. Who are the data processors?

The Agency may engage third parties to process data on behalf of the Agency and, in particular, to carry out the following activities:

¹ EU Agencies Network (link available [here](#))

² Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 295, 21.11.2018, pp. 39–98 (link available [here](#))



Processor	Activity	Contact Details
SAP Belgium – Systems, Applications and Products N.V./S.A.	Operation and Maintenance of EMA’s Human Resource Information System (HRIS)	Hermeslaan 9, 1831 Diegem-Belgium Privacy@sap.com
Microsoft Ireland Operations Limited	Microsoft Azure Cloud and MS 365 services and applications to support EMA’s administrative tasks	One Microsoft Place, South County Business Park, Carmanhall and Leopardstown, D18 P521, Dublin-Ireland https://www.microsoft.com/en-us/concern/privacyrequest-msa
SHL Nederland B.V.	Organisation and delivery of training, learning or coaching activities, including enrolment and presence management, testing, use of psychotechnics tools, information, and mail delivery such as course material	Central Park Stadsplateau 29, 3521 AZ, Utrecht-The Netherlands dpo@shl.com
The Greenhouse Group	Services in the field of leadership and management skills development, specifically in learning and development, for the staff of the EU institutions, offices, other bodies and agencies.	Rue de la Montagne/Bergstraat 54-56, 1000, Brussels-Belgium gdpr@greenhouse-group.com
ICG-Innotiimi SPRL	Organisation and delivery of training, learning or coaching activities, including enrolment and presence management, testing, use of psychotechnics tools, information, and mail delivery (course material, etc.)	Avenue du Derby/Derbylaan 53, 1050, Brussels-Belgium office@integratedconsulting.at

2. Purpose of this data processing

The objective of this data processing activity is to support the advancement of women's leadership across EUIBAs, specifically concerning the roles of temporary agents and contract agents. This EU interagency programme encompasses practical learning opportunities, self-reflection exercises, and long-term career development support. It forms part of the Women's Support Network at EMA and within the EU Agencies Network (EUAN), under the management of the Shared Support Office of the EUAN. The scope of activities includes, but is not limited to:

- Skills and leadership assessments (which may include the use of psychometric tools);
- Learning and training through masterclasses;
- Coaching;
- Mentoring;
- Enrolment and presence management;
- Information, and other documentation through mail delivery (such as course material) and
- Networking events.

2.1. Personal data concerned

In this processing operation we process personal data directly collected from you as the staff member (Temporary Agents and Contract Agents), when you submit a request to participate in this programme, or when you register to be a mentor. Such data may include the following:

- Staff member's name and surname;
- Gender;
- Organisational entity and role;
- E-mail address;
- Area of expertise;
- Availability for the programme;
- Other personal data provided voluntarily by you to describe your individual circumstances, as part of the process of determining eligibility.

2.2. Legal basis of the processing

The processing of your personal data regarding the Women Leadership Development is based on your consent in accordance with Article 5 (1)(a) of the EUDPR as it is necessary for the performance of a task carried out in the public interest.

The processing is based on (EMA) internal guidelines, implementing rules and provisions which include the following:

- EMA Gender Equality Plan³;
- EMA Charter on Diversity and Inclusion⁴.

³ EMA Gender Equality Plan 2025-2030 (link available [here](#))

⁴ EMA Charter on Diversity and Inclusion (link available [here](#))

In this regard, please note that you have the right to object against the processing as explained in Section 5 below.

2.3. Transfer of personal data outside of EU

N/A

3. How long do we keep your data?

File	Retention Period
Information to participate in this programme, or when registering to be a mentor	Until the end of the programme, or until a participant requests deletion of personal data

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

The data collected will be processed internally by dedicated staff from the Agency, as well as the relevant staff from Agencies involved in the initiative. Data may be shared also with the Shared Support Office (SSO) of the EUAN. The European Commission, as manager of the EU Survey tool has access to the data from the surveys.⁵

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 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 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 general EMA Data Protection and privacy policy, hosted at [Data protection and privacy at EMA | European Medicines Agency \(EMA\)](#)
- **Right to object** – You have the right to object at any time to this processing on grounds related to your particular situation. If you do so, EMA may only continue processing your

⁵ EU Survey privacy statement (link available [here](#))

personal data if it demonstrates overriding legitimate grounds to do so or if this is necessary for the establishment, exercise or defence of legal claims.

The rights of the data subject can be exercised in accordance with the provisions of EUDPR. For anything that is not specifically provided for in this Data Protection Notice, please refer to the contents of the general EMA Data Protection and privacy policy: [Data protection and privacy at EMA | European Medicines Agency \(EMA\)](#)

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:

Internal Controller at datacontroller.administration@ema.europa.eu

EMA Data Protection Officer at dataprotection@ema.europa.eu

Address	Postal Address	EMA Switch Board
European Medicines Agency Domenico Scarlattilaan 6 1083 HS Amsterdam The Netherlands	European Medicines Agency PO Box 71010 1008 BA Amsterdam The Netherlands	+31 (0)88 781 6000

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

- Email: edps@edps.europa.eu
- Website: www.edps.europa.eu
- Further contact information: [Contact Us | European Data Protection Supervisor](#)