

Privacy Statement for Legal Entity and Bank Account Validation
(Annex to the Financial Identification form and/or Legal Entity form)

Legal Entity Validation Team:
(valid-legal-entity@emcdda.europa.eu)

Bank Account Validation Team:
(valid-bank-account@emcdda.europa.eu)

Pursuant to Article 64 of the rules for the implementation of the Financial Regulation applicable to the general budget of the European Union, the EMCDDA will collect entry and process in its accounting system the legal and bank account details of the beneficiaries of its payments for the purpose of being entitled to make these payments by bank credit transfer.

The accounting system is linked to the early warning system (EWS) operated by the Commission on the basis of Article 95 of the Financial Regulation and Commission decision C(2004)193. The EWS provides information on identified risks related to successful contract tenderers and grant beneficiaries via a system of “flags” identifying the level of risk concerned. Categories W1 to W4 are intended to stimulate managers to reinforce monitoring of the contract or grant in question while category W5 indicates that the entity concerned has been excluded under Article 93(1) or 94 of the Financial Regulation.

Any personal data involved in the aforementioned process (such as name, contact details, bank account reference), will be processed pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. In this context, your replies to questions and any personal data requested are necessary and will be and recorded and processed, solely for the purpose mentioned above, by the Head of the Administration unit of the EMCDDA, acting as Data Controller, without prejudice to a possible transmission of these data to the bodies in charge of monitoring, inspection or audit task, in accordance with the relevant legislation of the European Union (see here below).

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

All authorised staff of the EMCDDA and of the European Commission’s services dealing with financial and accounting-related matters will have access to your personal data, solely for the purpose referred to here above,

This shall not prejudice the possible transmission of these data to the bodies in charge of monitoring, inspection or audit task in accordance with the relevant legislation of the European Union (such as the European Commission’s Internal Audit Service, the European Court of Auditors, the European Anti-fraud Office – OLAF), these bodies being obliged not to use the personal data received for any further purpose than the one for which the data were transmitted to them.

As the EMCDDA uses the SWIFT network to make its payments, your bank particulars will also be sent to this company whenever a payment is made in your favour. Under Article 95 of the Financial Regulation the information on situations of exclusion may be sent to the authorities and entities managing Community funds.

How do we protect and safeguard your information?

The data collected in the EMCDDA’s accounts can be accessed by designated EMCDDA and Commission officials and staff, using a UserID and a Password. A Service Level Agreement with the organisational entities charged with operational execution guarantees the appropriate confidentiality and the technical and organisational security, as required by the applicable data protection provisions.

How can you verify, modify or delete your information?

You have no direct access to your personal data stored by the EMCDDA. If you wish to verify or modify any of your personal data, exerting your rights as laid down in Section 5 of Regulation (EC) No 45/2001 on the protection of personal data and the processing thereof, please send a message (**specifying your request and attaching a copy of your ID card or passport**) to one of the following contact mailboxes: valid-legal-entity@emcdda.europa.eu or valid-bank-account@emcdda.europa.eu .

Please note that modifications to registered data are made only if based on compelling grounds and supported by valid justifying documents.

How long do we keep your data?

For audit trail reasons and to permit at all times queries on the past execution of payments, no registered data are deleted from the accounts. The forms and documents you submit are scanned and archived electronically. The original forms and documents are transferred to the EMCDDA's central archives, where they will be kept for no longer than 7 years.

The data recorded under the early warning system are rendered invisible to users of the system of accounts as soon as the corresponding warnings are deactivated. The personal data of natural persons are rendered illegible after a period of 7 years following deactivation.

Contacts

Should you have any question or request concerning your data, please send an e-mail, accompanied by a copy of your ID-card or passport, to one of the following mailboxes:

valid-legal-entity@emcdda.europa.eu or valid-bank-account@emcdda.europa.eu .

You may also contact EMCDDA 's Data Protection Officer (dpo@emcdda.europa.eu) in case of any difficulties, or for any questions relating to the processing of your personal data.

Recourse

The Contractor shall have right of recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>).