

PROTECTION OF YOUR PERSONAL DATA

This specific privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Processing of personal data linked to the survey “EU Construction and Demolition Waste Management Protocol and Guidance (revision and update)”

Data Controller: *RPA Europe S.R.L.*

Record reference: DPR-RPA-1

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1. Introduction

RPA Europe S.R.L. is committed to protect your personal data and to respect your privacy. RPA Europe S.R.L. collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council 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.

This privacy statement explains the reason for the processing of your personal data in the context of a survey organised by RPA Europe S.R.L. It explains the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to the processing of personal data linked to the online survey “EU Construction and Demolition Waste Management Protocol and Guidance (revision and update)”, organised by RPA Europe S.R.L., is presented below.

The purpose of the purpose is to:

- Understand stakeholders’ knowledge and use of the Protocol and the Guidelines;
- Gather stakeholders’ views on what should be added or amended in these documents;
- Enquire about relevant information and reference materials on construction and demolition waste management practices;
- Call for expressions of interest to participate in the revision and update exercise.

2. Why and how do we process your personal data?

Purpose of the processing operation: RPA Europe S.R.L. collects and further processes your personal data to provide you with information about the specific survey (before, during and after) and to process your application for participation in the study.

Your personal data will not be used for any automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data?

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the survey are necessary for completing the study 'EU Construction and Demolition Waste Management Protocol and Guidance (revision and update)'.

Your consent is required for the following actions (if applicable):

- the sharing of the survey list containing your name and affiliation with other participants. In addition, further information will be given if there are specific purposes for such sharing (e.g. for the purpose of future collaboration);
- the processing of your personal data for inviting you to future events the data controller may organise;
- the processing of your personal data for further consultation activities within this specific study.

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes.

Your consent for these services can be withdrawn at any time by sending an email to info@rpa-europe.eu

4. Which personal data do we collect and further process?

The following personal data may be processed in the context of the survey:

- Contact details (username and email address).

5. How long do we keep your personal data?

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing. For each of the categories of personal data that may be processed, please find below the retention details and the reference to the relevant record of processing:

- Personal data related to the organisation and management of the survey (this includes the information given during the completion of the survey) will be kept for **five years** after the meeting or event.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of RPA Europe S.R.L.

In order to protect your personal data, RPA Europe S.R.L. has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

RPA Europe S.R.L. is bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. We have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to RPA Europe S.R.L. staff responsible for carrying out this processing operation and to other authorised RPA Europe S.R.L. staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

RPA Europe S.R.L. will ensure that the data subjects can exercise their right to object to processing whenever possible.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights, please provide the Record reference **DPR-RPA-1** in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller: RPA Europe S.R.L. (info@rpa-europe.eu).

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the data controller.