



Data Protection Notice

Financial Transactions

We process your personal data based on 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.

For what purpose do we process your personal data?

Your personal data is required in order to process transfer of funds in your favour for goods delivered/services rendered in respect to EUISS's activities. Your personal data is not used for any other purpose.

Who is responsible for the processing of your personal data at the EUISS?

The person responsible is the Financial Officer.

What is the legal basis for the process of your personal data?

The processing of your data is necessary for the performance of a contract to which you are a party.

What personal data do we process?

We process your full name, your bank's code (SWIFT/BIC) and your bank account number (IBAN).

In some cases, for example if you request the transfer to be made to a bank account outside of the European Union, we may request you to provide your address and the name and address of your bank.

Where did we get your personal data?

We get your personal data from you when you sign the contract, issue the invoice or submit the Financial Identification Form.

Who has access to your personal data?

The access to your data is granted to EUISS staff in-charge of payment processing (i.e. Financial Clerk & Financial Officer) as well as the body providing the financial control (EUISS's auditors).

Your personal data is also shared with the EUISS' bank, which requires it in order to process the transfer of funds.

How long do we keep your personal data?

We keep your data for a maximum of 10 years.

Do we take any automated decisions or automatically profile you in this process?

No, we do not.



How do we protect and safeguard your personal data?

Your personal data is stored in the EUISS Financial system. In order to access it, each EUISS employee uses an individual login (username and password). Physical copies (if they exist) are stored in locked cupboards.

What are your rights and how can you exercise them?

You have the right of information and the right to access your personal data.

You also have the right to correct or to complete your data.

You can exercise your rights by contacting directly the person responsible for handling your data (please use the contact form <https://www.iss.europa.eu/contact>).

Should you not be satisfied with the response received, you then can contact the Data Protection Officer of the EUISS (please use the contact form selecting as subject *Data Protection*: <https://www.iss.europa.eu/contact>).

Should you still consider that your data is processed by the EUISS unlawfully, you have the right to lodge a complaint with the European Data Protection Supervisor ([link](#))