

STAKEHOLDERS RELATIONSHIPS MANAGEMENT (SRM)

Key information

Controller

Cesare Onestini, Director of the ETF, Cesare.Onestini@etf.europa.eu

Business owner

Manuela Prina, Head of Strategic Development Department, srm@etf.europa.eu

Data protection officer

Tiziana Ciccarone / Laurens Rijken, DataProtectionOfficer@etf.europa.eu

Purpose of the processing

The purpose of collecting personal data is to enable the organisation to contact persons with whom it has professional relations in the context of its business activities. In particular:

- Direct contact by ETF staff member
- Invitation to event participation
- Mailing of publications
- Invitation to survey participation

Legal basis

Regulation (EC) No 1339/2008 of the European Parliament and of the Council of 16 December 2008 establishing a European Training Foundation (recast), in particular Article 2, Functions

Personal data

Personal data concerned are:

- Name, organisation, job title, telephone-fax number(s), fax, e-mail, address, gender.

Data is collected through multiple channels, among others via subscription to ETF publications, participation to ETF events, and business activities.

Recipients of the personal data

For the purpose detailed above, access to personal data is provided to the following processing entities:

- Internal recipients are all ETF staff members

- External recipients of a subset of data may be, in particular cases, contractors operating on behalf of the ETF, in particular for the purposes of events organisation, audit/evaluation, surveys and publications distribution

Further information

Data retention

Data are kept for two years. After this period, data subjects receive an email allowing to confirm consent to remain in the contacts database. In the absence of confirmation, or in the case of a negative reply, the contact data is removed from the system.

Right of access, rectification or erasure, restriction, objection

Any request to access, rectify or erase personal data, or to restrict or object to the processing of personal data shall be addressed in writing to the ETF Strategic Development Department, srm@etf.europa.eu, giving details of the request.

Right to withdraw consent

Any request to withdraw consent to the processing of personal data shall be addressed in writing to the ETF Strategic Development Department, srm@etf.europa.eu.

Right to lodge complaint

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer (DataProtectionOfficer@etf.europa.eu) or to the European Data Protection Supervisor (<http://www.edps.europa.eu>).