PUBLIC ACCESS TO DOCUMENTS

Key information

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

Business owner
Samuel Cavanagh, Public Access to Documents Officer, Directorate getdocuments@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 manage the applications for public access to specific ETF documents.

Legal basis
- Regulation (EC) No 1049/2001 of the European Parliament and of the Council (30 May 2001): “Openness enables citizens to participate more closely in the decision-making process and guarantees that the administration enjoys greater legitimacy and is more effective and more accountable to the citizen in a democratic system”
- ETF Governing Board decision ref. GB/01/DEC/001 (30/04/2004): “Detailed rules for the application of regulations (EC) 1049/2001 and 1684/2003 regarding public access to European Training Foundation (ETF) documents”.

Personal data
Personal data concerned are:
- Name, e-mail, address.

Recipients of the personal data
For the purpose detailed above, access to personal data is provided to the following processing entities:
- Public Access to Documents Officer and the Legal Advisor (in the case of confirmatory applications).
**Further information**

**Data retention**
Data are kept for two years. Aggregated data is kept for historical research purposes.

**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 Public Access to Documents Officer, getdocuments@etf.europa.eu, giving details of the request.

**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).

**Necessity of provision of data**
The provision of personal data is a requirement in order to address the request.