

PUBLIC ACCESS TO DOCUMENTS

Key information

Controller

Samuel Cavanagh, 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](mailto>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 1339/2008 of the European Parliament and of the Council of 16 December 2008 establishing a European Training Foundation (recast) art.4 paragraph 4.
- 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](mailto>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.