PUBLICATIONS

Key information

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Purpose of the processing
The purpose of collecting personal data is to include in the publication information about authors, contributors, interviewees, citations, project participants and photographs of various individuals.

Legal basis
- ETF Publication Policy (ref. Directors decision ETF/14/DEC/002)

Personal data
Personal data concerned are:

- Name, e-mail, institution and title, Photographs, and in exceptional cases telephone.

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

- Internal recipients are ETF editors / drafters, ETF communication officers
- External recipients can be outsourced contractors for writing, editing, layout/design, translation/cross language copy editing, publishing and printing

Further information

Data retention
Personal data collected but not included in the final version of the publication is removed 5 years after the publishing date.

Once published, personal data in both electronic and paper versions of publications will always be available.
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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 Communications Department, info@etf.europa.eu, giving details of the request.

Right to withdraw consent
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Right to lodge complaint
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