

ENTSO-E PERSONAL DATA PROTECTION POLICY

Election and appointment of members of ENTSO-E bodies and entities

Privacy – Key Facts

When appointed as member of ENTSO-E bodies or entities, or when candidate for an ENTSO-E bodies or entities position, you shall be required to transfer personal data to ENTSO-E.

ENTSO-E protects your personal data and your privacy in compliance with the General Data Protection Regulation (GDPR) and any applicable implementation rules on the protection of privacy in relation to the processing of personal data. Your personal data shall be processed by ENTSO-E (International Non-Profit Association created under Belgian law, having its registered office at 1000 Brussels, rue de Spa, 8 - Belgium), acting as a data controller.

This privacy policy explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details that you can use to exercise your rights.

Privacy – Further Information

1. In the context of this privacy policy, ENTSO-E collects the following categories of personal data:
 - first name and last name,
 - email address,
 - phone number,
 - company,
 - position and industry,
 - home address,
 - country of residence,
 - citizenship,
 - copy of ID card or passport (for elected members),
 - personal identification data (e.g. personal identity number, photo),
 - education, experience and other data showing person's eligibility and suitability for the position (e.g. CV, cover letters),
 - certificates and other documents proving gained education, licenses, permissions related to a position at ENTSO-E,
 - personal data which necessary for the examination of conflicts of interests,

- related documents as personal invoices for utility bills (e.g. electricity, phone or water) and other personal data upon request from the competent authorities in charge of managing official Belgian database of legal persons,
 - other personal data that may be necessary for the performance of the given purposes.
2. Personal data are collected and processed for and to the extent necessary to achieve the following purposes:
- (i) Collection of personal data of the candidates for the purpose of election or appointment to the ENTSO-E bodies and entities (e.g. working groups, task forces, teams, advisory committees);
 - (ii) Collection of the personal data of the elected members of ENTSO-E bodies and entities and its submission to the Moniteur Belge for official publication (when required by law, Articles of Association or Internal Regulations);
 - (iii) Managing the association, and in particular ensuring the appropriate participation of concerned data subjects to the ENTSO-E internal decision processes, and into the relevant internal and external bodies/entities;
 - (iv) Performing legal analysis where required regarding association governance;
 - (v) When the data are no longer actively processed, they will be stored for archiving purpose in line with the legal requirements..
3. The collection and processing of your personal data is based:
- On ENTSO-E legal obligations (for the members that must be elected/appointed by the law governing non-profit associations transposed in the Belgian Company Code);
 - On the legitimate interests pursued by ENTSO-E (for the members of other bodies and entities), i.e. to elect or appoint members to ENTSO-E bodies and entities
4. Your personal data shall not be transmitted to any recipient or third party other than, as the case may be:
- ENTSO-E Secretariat staff;
 - ENTSO-E members;
 - competent authorities where required by applicable laws or governing rules;
 - external lawyers for ensuring compliance of legally required processes and requesting legal opinions where necessary;
 - other consultants and services providers supporting/facilitating election/appointment process;
 - auditors in case of audits performed to assess ENTSO-E compliance with its legal obligations and contractual commitments.

5. The personal data, which you transmit to ENTSO-E, are stored in a database managed by and under responsibility of ENTSO-E. Your data are stored exclusively on servers located within European Union. However, your personal data may be transferred outside the European Union, in countries the European Commission deems not to ensure an adequate level of protection of personal data. In this case, ENTSO-E will take appropriate safeguards with standard data protection clauses adopted by the Commission. These can be consulted at the headquarter of ENTSO-E.
6. Your personal data shall be processed/ stored:
 - As long as the person is designated as a member of ENTSO-E body or entity. Once position of the member expires or terminates, personal data (internal or published where required) shall be stored for archiving purpose, as long as required by Belgian law.
 - Personal data of candidates not elected or appointed to a position, shall be processed as long as the person is candidate for the ENTSO-E position, and shall be stored up to 6 months after the end of election/appointment process unless longer period is required by the law.
 - All personal data contained in association documents or meeting documents, emails and other communications shall be stored for a period corresponding to the retention period as required by the Belgian Company Code.
7. Upon request, dated and signed sent by email to ENTSO-E (privacy@entsoe.eu), and the proof of your identity, you may obtain the written communication of the data, the portability of the data and where appropriate, rectification, restriction of processing, deletion of those which are inaccurate, incomplete or irrelevant. Your request must be dated, signed, contain the proof of your identity and sent by email to ENTSO-E. It will be treated as free of charge if it is a reasonable volume. The application is considered as dismissed, where no action has been taken on the application within 30 days of the request. You may apply to or lodge a complaint with the Data Protection Authority (Rue de la presse 35, 1000 Brussels – contact@apd-gba.be - Tel. + 32 2 274 48 00– Fax + 32 2 274 48 35) for the exercise of these rights.