# YOUR DATA, YOUR RIGHTS




All European Union (EU) institutions, bodies, offices and agencies (EUIs) process personal data in their day-to-day work.

Indeed, EUIs may process personal data in various circumstances, for example when combatting crime and terrorism, distributing EU funds, processing individuals' data in the context of recruitment, dealing with the medical files of EUIs' members of staff, and more.

Personal data protection rules applicable to EUIs provide individuals in the EU with the reassurance that they enjoy the same strengthened rights when dealing with the EU institutions, bodies, offices and agencies as they do when dealing with companies, organisations or public bodies in the EU Member States. Under EU data protection law, when your personal data is being processed, e.g. collected, held, or exchanged, you are - as a data subject - entitled to a certain number of rights, of which the most important ones are detailed below.

## 1 FAIR AND LAWFUL PROCESSING

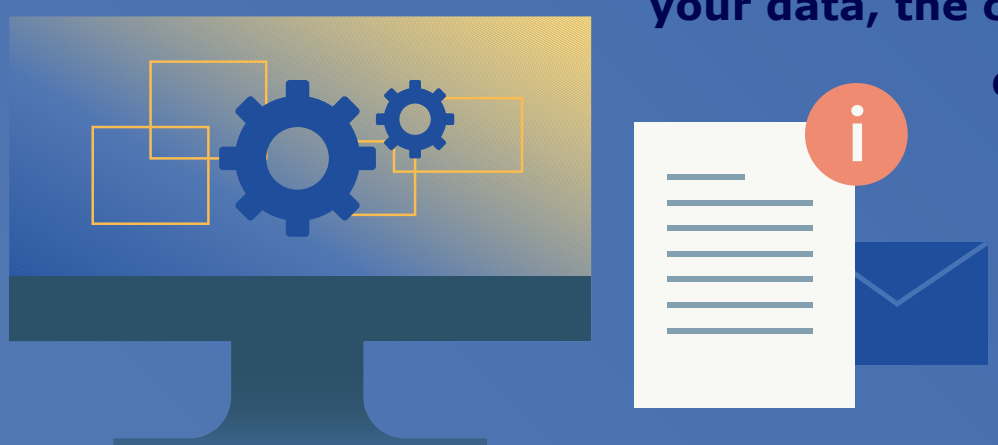
**EUIs can only process your personal data for legitimate and specified purposes. They must process your personal data in a way that is fair and lawful.**

## 2 RIGHT TO TRANSPARENCY

**You have the right to transparency. This means that you should receive information on how your personal data will be processed in a clear, concise and transparent way. Information on the processing of your personal data must be provided to you in an easily accessible format.**

## 3 RIGHT TO BE INFORMED

**You have the right to be informed of the fact that your personal data is being processed and how. This includes information on the purpose for which your data is processed, the identity of the controller who processes your data, the categories of data concerned and to whom data is disclosed, including outside the EU.**



## 4 RIGHT TO ACCESS

**You also have the right to access your personal data that is processed by the EUI in question. This means that you can, for example, obtain a copy of the data concerned and some information concerning the processing in your specific case, for instance the purpose of that particular processing and the recipients to whom your personal information is disclosed.**

## 5 RIGHT TO ERASURE ('RIGHT TO BE FORGOTTEN')

**If your personal data is no longer needed by the EUI in question, if you withdraw the consent you previously gave to the processing of your data, or if the processing operation is unlawful, you can ask the EUI to erase your personal data.**

## 6 RIGHT TO RESTRICT THE PROCESSING OF YOUR DATA

**Under certain circumstances, for example if you contest the accuracy of the data that the EUI is processing about you, or if you are not sure that your data is being processed lawfully, you can ask the controller to restrict the processing of your data. This means that the controller can store your data, but cannot process it in any other way temporarily.**

## 7 RIGHT TO DATA PORTABILITY

**This right allows you to obtain the data that the controller has about you and to transmit this data from one controller to another.**

## 8 RIGHT TO RECTIFICATION

**If your data is inaccurate or incomplete, you can ask the EUI in question to rectify this data.**

## 9 RIGHT TO OBJECT TO AUTOMATED INDIVIDUAL DECISION-MAKING

**You have the right to object to a decision based on an automated process, such as profiling, if this may result in legal consequences for you or significantly affect you in a similar way.**

## 10 RIGHT TO OBJECT

**You can object, on compelling and legitimate grounds, to the processing of your data.**

**REMEMBER, THE PROTECTION OF YOUR PERSONAL DATA IS YOUR FUNDAMENTAL RIGHT!**



EDPS