

Data protection statement on the processing of personal data within the framework of the EPO's e-Waste disposal

Protecting your privacy is of the utmost importance to the European Patent Office (EPO). We are committed to protecting your personal data and ensuring respect for data subjects' rights when performing our tasks and providing our services. All data of a personal nature that identify you directly or indirectly will be processed lawfully, fairly and with due care.

The processing operations described below are subject to the EPO Data Protection Rules ([DPR](#)).

The information in this statement is provided in accordance with Articles 16 and 17 DPR.

1. What is the nature and purpose of the processing operation?

This data protection statement relates to the processing in the context of the EPO's e-Waste disposal.

In the context of the EPO's environmental sustainability goals and in particular the EPO's target to be carbon neutral by 2030, the eWaste (ITAD) service for ICT assets and electronics has been put in place with the company PlanBit to provide for a single point of disposal service for any brand and multi types of ICT asset owned by the EPO, managing ICT assets disposals in an ethical and sustainable way and contributing, amongst others, to end-of-life responsible recycling and upcycling and reduction of e-waste and thus contributing to a more circular business economy.

Personal data are processed for the following purposes:

1. For the management of the contract
2. For the performance of the contract, i.e. in particular the sanitisation of any data bearing devices, (i.e. destruction or data erasure / complete and irreversible deletion or data wiping of any data, including personal data).

The processing is not intended to be used for any automated decision-making, including profiling.

Your personal data will not be transferred to recipients outside the EPO which are not covered by Article 8(1), (2) and (5) DPR unless an adequate level of protection is ensured. In the absence of an adequate level of protection, a transfer can only take place if appropriate safeguards have been put in place and enforceable data subject rights and effective legal remedies for data subjects are available, or if derogations for specific situations as per Article 10 DPR apply).

2. What personal data do we process?

The following categories of personal data are processed:

1. For the management of the contract, processing of personal data will be limited to the contact details (Name/Surname; work e-mail; work phone numbers) of the EPO staff authorised to manage the contract.
2. For the performance of the contract, in particular the sanitisation of any data bearing devices, personal data processing (i.e. the destruction or data erasure / complete and irreversible deletion or data wiping) could theoretically include any kind of personal data stored on the media for the following categories of data subjects: EPO (current, former and prospective) employees, contractors and externals.

3. Who is responsible for processing the data?

Personal data are processed under the responsibility of EPO Principal Directorate CIO, acting as the EPO's delegated data controller.

Personal data are processed by the EPO staff of the Directorate "IT Operations" involved in managing the activity referred to in this statement.

External contractors involved in providing the services may also process personal data, which can include accessing it.

4. Who has access to your personal data and to whom are they disclosed?

Personal data are disclosed on a need-to-know basis to the EPO staff working in Directorate "IT Operations" for the management of the contract.

Personal data may be disclosed to third-party service providers for the performance of the contract.

Personal data will only be shared with authorised persons responsible for the necessary processing operations. They will not be used for any other purposes or disclosed to any other recipients.

5. How do we protect and safeguard your personal data?

We take appropriate technical and organisational measures to safeguard and protect your personal data from accidental or unlawful destruction, loss or alteration and unauthorised disclosure or access.

All personal data are stored in secure IT applications in accordance with the EPO's security standards. Appropriate levels of access are granted individually only to the above-mentioned recipients.

For systems hosted on EPO premises, the following basic security measures generally apply:

- User authentication and access control (e.g. role-based access control to the systems and network, principles of need-to-know and least privilege)
- Logical security hardening of systems, equipment and network
- Physical protection: EPO access controls, additional access controls to datacentre, policies on locking offices
- Transmission and input controls (e.g. audit logging, systems and network monitoring)
- Security incident response: 24/7 monitoring for incidents, on-call security expert.

For personal data processed on systems not hosted on EPO premises, the providers processing the personal data have committed in a binding agreement to comply with their data protection obligations under the applicable data protection legal frameworks. The EPO has also carried out a privacy and security risk assessment.

The external provider PlanBit is ISO27001 certified (in addition to ISO 9001 and ISO 14001).

The service provides for an end-to-end tracing of the hardware media and data, including GPS tracking from the moment equipment is collected at the EPO, serialized recording upon arrival at the facility, detailed traceability for data bearing devices, detailed end reports for all devices and traceability after processing (reuse or recycling).

Deletion is done according to the NIST 800-88 standard (purge).

The deletion processes are automated, i.e. the technicians of PlanBit don't access the personal data in order to delete it.

If deletion attempts are unsuccessful, the data media will be built out and shredded.

6. How can you access, rectify and receive your data, request that your data be erased, or restrict/object to processing? Can your rights be restricted?

You have the right to access, rectify and receive your personal data, not to be subject to a decision based solely on automated processing, to have your data erased and to restrict and/or object to the processing of your data (Articles 18 to 24 DPR).

If you would like to exercise any of these rights, please write to the delegated data controller at DP_BIT@epo.org. In order to enable us to respond more promptly and precisely, you always need to provide certain preliminary information with your request. We therefore encourage you to fill in this [form](#) (for internals) and submit it with your request.

We will reply to your request without undue delay and in any event within one month of receipt of the request. However, Article 15(2) DPR provides that this period may be extended by two further months where necessary in view of the complexity and number of requests received. We will inform you of any such delay.

7. What is the legal basis for processing your data?

Personal data are processed on the basis of Article 5 (a) DPR: 'processing is necessary for the performance of a task carried out in the exercise of the official activities of the European Patent Organisation or in the legitimate exercise of the official authority vested in the controller, which includes the processing necessary for the Office's management and functioning'.

8. How long do we keep your data?

Personal data will be kept only for the time needed to achieve the purposes for which it is processed.

1. For the management of the contract, data will be retained for the duration of the contract. Certificates of data removal will be kept for 5 years.
2. For the performance of the contract, no personal data will be retained, as the purpose is to securely erase / delete all data.

In the event of a formal appeal/litigation, all data held at the time the formal appeal/litigation was initiated will be retained until the proceedings have been closed.

9. Contact information

If you have any questions about the processing of your personal data, please write to the delegated data controller at DP_BIT@epo.org.

You can also contact our Data Protection Officer at dpo@epo.org.

Review and legal redress

If you consider that the processing infringes your rights as a data subject, you have the right to request review by the controller under Article 49 DPR and, if you disagree with the outcome of the review, the right to seek legal redress under Article 50 DPR.