

Data protection statement on the processing of personal data in the context of obtaining building permits

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.

This statement refers to the processing of personal data related to the management of access to the EPO premises and the way the EPO security services prevent access to it to individuals that entail a risk for the organisation, its staff, information or assets. This data protection statement explains the way in which the processing operation takes place.

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

This data protection statement relates to the processing of personal data.

Personal data are processed for the following purpose: obtaining building permits from the local authorities at the EPO sites.

To obtain building permits at a given EPO site, all neighbors concerned need to be informed and their approval is legally required if relevant changes within the building are planned and described in the building permit. If applicable, the municipalities of EPO sites send a list of all neighbours' addresses.

In cases where the EPO is a neighbor and is required to approve a neighbor's building permit, the related documents are used solely for internal purposes. These documents are securely stored within our cloud or server infrastructure to maintain confidentiality and data integrity.

For direct contact with neighbour during the execution phase of a project, personal data like mobile numbers have to be stored by the project manager. The project manager is responsible for ensuring that this personal data is stored securely and accessed appropriately.

2. What personal data do we process?

The following categories of personal data are processed:

- Full name
- Home address
- Personal and/or working email address
- Mobile phone number

3. Who is responsible for processing the data?

Personal data are processed under the responsibility of PD 4.4 – General Administration, acting as the EPO's delegated data controller.

Personal data are processed by the EPO staff involved in managing the initiative, project or activity of PD 4.4/ Directorates Building Management referred to in this statement.

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 Directorates Building Management.

Personal data may be disclosed to third-party service providers for support purposes.

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.

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 dpl.pd44@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 externals) or [\[form\]](#) (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 DPR 'processing is necessary for the management and functioning of the EPO'.

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.

9. Contact information

Bei Fragen zur Verarbeitung Ihrer personenbezogenen Daten wenden Sie sich als externer Nutzer bitte an das Datenschutzbüro und/oder den delegierten Datenverantwortlichen unter DPOexternalusers@epo.org. EPA-Bedienstete wenden sich bitte an den delegierten Datenverantwortlichen unter dpl.pd44@epo.org.

Unseren Datenschutzbeauftragten erreichen Sie unter 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.