

PUBLIC PROCUREMENT PROCEDURES

Record of processing activity	
Title	Public procurement procedures
Name and contact details of controller	ENISA, Corporate Support Services Unit (FIN), procurement@enisa.europa.eu
Name and contact details of DPO	dataprotection@enisa.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	European Commission e-Procurement tool (ePrior).
Purpose of the processing	Procurement of goods and services for the Agency. In the context of procurement activities, personal data may also be processed.
Description of data subjects	Natural persons whose personal data are processed in the context of procurement activities, e.g. natural persons responding to calls for tenders or whose personal data are included in call for tenders (e.g. contact persons, members of project team, etc.). Members of opening and evaluation committees at ENISA.
Description of data categories	<ul style="list-style-type: none"> - Legal Entity Form - Financial Identification Form - Declaration of Honour for exclusion criteria & absence of conflict of Interest - Financial Offer form - Declaration by Authorised Representative - Evidence of enrolment (declaration or certificates) in one of the professional or trade registers - Proof of financial and economic standing - A curriculum vita of the Tenderer - Consortium Form (if applicable) - Sub-Contractors Form (if applicable) - Names of the opening and evaluation panel members.
Time limits (for the erasure of data)	<ul style="list-style-type: none"> • Files relating to tender procedures, including personal data, are to be retained by the service in charge of the procedure until it is finalised, and in the archives for a period of 5 years following budgetary discharge, correlating to a maximum of 7 years, while tenders from unsuccessful tenderers shall be kept for 5 years following signature of the contract. • Extracts of judicial records kept in the electronic form shall be retained for a maximum of 2 years following signature of the contract.
Data recipients	For the procurement procedure: Designated ENISA staff members that are part of a procurement procedure, such as Procurement Officer, Administrative Assistant, Legal Officer, Appointed members of the Evaluation panel. Also, designated staff of European Commission e-prior tool (data processor).





Final signed contracts are available to all ENISA staff on the intranet.	
Transfers to third countries	N/A
Security measures - General description	Security measures applied by EC e-procurement tool(ePrior). General security policy and technical/organisational measures applicable to ENISA's internal IT systems.
Privacy statement	https://www.enisa.europa.eu/procurement/repository-of-files/privacy-statement-enisa-procurement-procedures

