

Personal data are processed by the European Investment Fund (“EIF” or “**Controller**”) in accordance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, as such regulation may be amended from time to time.

1. Legal Basis

The legal bases for this processing are:

- Article 2 of the EIF Statutes, which obliges EIF to “contribute to the pursuit of the objectives of the Union”.
- Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement
- EIF Procurement Guide

2. Data Subjects

You are the data subject and your personal data will be processed if you fall into one of the following categories:

- potential freelancing provider(s) of services or supplies;
- team member(s) proposed by legal persons acting as potential providers of services or supplies, in the context of their tender;
- legal representatives of the tenderers/candidates and/or
- individuals in the context of the tender process for individual external advice

3. Purpose

The personal data referred to herein may be collected with a view to evaluate the tenderers/candidates and their offers with regard to the exclusion, selection and award criteria in the context of the relevant procurement procedure.

Any refusal from the data subjects to provide the required personal data may result in the rejection of the tender.

4. Data Category

The referred personal data comprise:

- Name, telephone, e-mail address;
- Passport or ID (in case of freelancing);
- Technical and professional ability, incl. qualifications, experience and academic background (CV);
- Evidence of fiscal status or otherwise commercial registration, incl. bank account;
- Fiscal and social security obligations, absence of bankruptcy, fraud, conflict of interest;
- Evidence of recent turnover;
- Extract from the judicial record.

5. Data Recipients

In accordance with the principles of data minimization and proportionality, the aforementioned personal data will be processed only by the EIF Procurement Officer, EIF staff members evaluating the tenders, Compliance officers, Legal officers, Auditors and EIF Management.

6. Data Retention Period

Any personal data collected and processed in the context herein will be retained by the EIF, as the case may be, for a maximum period of 5 years following the termination of (i) the contract for the successful tenderers and (ii) the award procedure for the unsuccessful tenderers. The extracts from the judicial records will be kept up to two years after the accomplishment of the particular procedure.

7. Rights of Data Subjects

- You have the right to obtain from the controller confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access your personal data by contacting the Controller (info@eif.org) or through the EIF DPO (dpo@eif.org) and you will receive a response without undue delay (**right of access**);
- You have the right to obtain from the controller without undue delay the rectification of any inaccurate personal data concerning you (**right to rectification**).
- You have the right to obtain from the controller the erasure of your personal data when they are no longer necessary in relation to the purposes for which they were collected (**right to erasure**);
- You have the right to obtain from the controller restriction of processing when (i) you contest the accuracy of your personal data, (ii) the processing is unlawful, (iii) the controller no longer needs the personal data for the purposes of the processing or (iv) you have objected to processing, pending the verification whether the legitimate grounds of the controller override yours (**right to restriction of processing**);
- You have the **right to object**, on grounds relating to your particular situation, when the processing of personal data is unlawful;
- You have the right to receive from the controller your personal data in a structured, commonly used and machine-readable format and transmit those data to another controller without hindrance from the controller to which the personal data have been provided (**right to data portability**);
- Any Data Subject may lodge a complaint to the European Data Protection Supervisor (www.edps.europa.eu) at any time (**right to lodge a complaint**).