

Privacy Statement related to the multifunctional devices for printing, copying and scanning with authentication process

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Legal basis of the processing

The processing described below is carried out in accordance with [Regulation \(EU\) 2018/1725](#) (hereinafter ‘**the Regulation**’). The lawfulness of the processing is based on Article 5 (1.a) interpreted in the light of Preamble (Recital 22), since it is necessary for the performance of tasks carried out in the public interest by the European Parliament.

Who is responsible for your data?

The data controller for this processing of personal data is the European Parliament and in particular [REDACTED] (DG ITEC/EDIT/PRINTING).

What are your rights regarding your personal data and how can you exercise them?

You, as a data subject, or your legal representative when applicable, may exercise the rights indicated hereafter by sending a request directly to efficient_printing@ep.europa.eu.

You have the right of access your personal data and relevant information concerning how the data controller uses them [Article 17 of the Regulation]. You have the right to obtain the rectification of your inaccurate personal data and, taking into account the purposes of the processing, of your incomplete personal data [Article 18 of the Regulation]. Under certain conditions, you have the right to ask that the data controller deletes your personal data or restricts their use [Articles 19 and 20 of the Regulation]. You have the right to object to the processing of your personal data, on grounds relating to your particular situation, at any time [Article 23 of the Regulation].

The data controller will consider your request, take a decision and communicate it to you.

You have the right to have recourse at any time to the Data Protection Officer of the European Parliament (DPO) via the email address data-protection@europarl.europa.eu and to the European Data Protection Supervisor (EDPS) via the email address edps@edps.europa.eu.

What are the personal data used?

The multifunctional devices (MFDs) use the following categories of personal data: first name, last name, email, Unit, Directorate, badge number, Windows user ID, password, username, technical job name (print, copy, scan job), date of the job and personal data included in the printing, copying and scanning data. These personal data are collected directly from you when you are using the multifunctional devices (e.g. sending a file to print, launch the printing process on the printer) and indirectly from the Windows directory service (i.e. Windows user ID, first name, last name, email).

Why are the personal data used and who can view them?

The multifunctional devices (MFDs) use encrypted personal data to provide more efficiency, more security and modern new features for printing, copying and scanning. For instance, you can send files to print (print jobs) from PCs or mobile devices. Then, you will have the possibility to print your files (previously sent) only after scanning your badge, therefore avoiding physical interceptions.

Personal data are encrypted and stored exclusively with restricted access on internal European Parliament servers. These personal data are accessible to the application owner (PRINTING Unit) and to a limited number of back-office staff members (OPERATIONS Unit).

Anonymised data will be used for statistical purposes in order to have a better overview of the paper and toner consumption.

How long are the personal data kept?

For the printing, personal data are kept up to 96 hours in encrypted form since the creation of the printing jobs (when the files are sent to print). During this period, you have the possibility on the multifunctional devices:

-) To delete the files to print (in this case personal data are automatically deleted).
-) To print the files (in this case personal data are moved in the “Printed Jobs” tab and deleted at the end of the 96 hours).
-) To print and delete the files via the feature “Print + Delete” available in the “Options” window (after performing this action, personal data are automatically deleted).

For the copying, personal data are kept in encrypted form on the multifunctional devices during the time of the copying process.

For the scanning, personal data are kept in encrypted form on the multifunctional devices during the time of the scanning process. Personal data are then transferred to the scan destinations that you choose. The retention period for these transferred personal data are the ones established for each system of destination.

Encrypted records in databases (stored on European Parliament servers) are generated during the processing operations. Personal data will be retained for a maximum of 18 months from the moment they are collected.

In case of investigation, personal data may be kept for a longer time necessary to conduct the investigation.