If you work for one of CERN’s contractors, it is very likely that CERN processes your personal data. You are the sole owner of your personal data and only “lend” it to CERN. You have a chartered right over your data, a right that is an essential part of CERN’s data protection framework.

This leaflet will allow you to:

• discover CERN’s data protection framework
• identify personal data
• understand data processing and related principles
• discover CERN’s legal obligations
• know and exercise your rights as a data subject.
CERN’s Data Protection Framework

As an intergovernmental organisation, CERN is not subject to the European Union’s GDPR nor to national data protection laws, and it can enact its own rules and regulations. CERN has created its own internal data protection framework, Operational Circular No. 11, in line with Member States’ and EU regulations, to ensure that the obligations of CERN and the rights of data subjects are well defined.

The Office of Data Privacy is CERN’s centre of expertise and your main point of contact for any questions about data protection.

Personal Data

Personal data is any information that relates to you.

Some examples are:

- your email address
- your car registration plate
- your geographical location
- your biographical information
- your physical appearance or behaviour
- your workplace-related data
- any information regarding your health
- your political or religious views
- your financial situation

Sensitive personal data is a special category of personal data.

- Physical or mental health data
- Genetic or biometric data
- Data about racial or ethnic origin
- Information about sexual orientation
- Political, religious or philosophical opinions or beliefs
PERSONAL DATA PROCESSING

Data processing means any operation that you perform on data, whether or not by automated means, for example, if you send an email containing personal data or if you delete personal data.

At CERN, data processing is performed by services.

LEGAL OBLIGATIONS

Services must comply with essential principles when processing personal data.

- Collected only for specific legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and necessary, kept up to date
- Processed lawfully, fairly and transparently
- Stored only as long as is necessary
- Ensure appropriate security

CERN must have a valid lawful basis to process personal data. There are six lawful bases for this processing.

<table>
<thead>
<tr>
<th>Consent of the data subject</th>
<th>A contract with the individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance with a legal obligation</td>
<td>CRITICAL INTEREST</td>
</tr>
<tr>
<td>Legitimate interests</td>
<td>LEGITIMATE INTEREST</td>
</tr>
</tbody>
</table>

DATA SUBJECT RIGHTS

CERN’s legal framework grants you various rights with regard to your personal data:

- The right of access
- The right to correction
- The right to be informed
- The right to temporary suspension
- The right to object to processing
- The right to data portability
- The right to object to automated decision making and profiling

<table>
<thead>
<tr>
<th>Information</th>
<th>Services must publish a privacy notice to inform you about their data processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Right to know if your data is processed, and to access and get a copy of this data</td>
</tr>
<tr>
<td>Correction</td>
<td>Services must correct inaccurate data</td>
</tr>
<tr>
<td>Objection</td>
<td>Right to challenge the legitimacy of the processing</td>
</tr>
<tr>
<td>Deletion</td>
<td>“Right to be forgotten”, deletion of data before the end of its retention period</td>
</tr>
<tr>
<td>Suspension</td>
<td>Right to limit processing (in time, under certain conditions)</td>
</tr>
<tr>
<td>Portability</td>
<td>Transmission of personal data in structured, commonly used and machine-readable format</td>
</tr>
<tr>
<td>Automatic decision making and profiling</td>
<td>Right to express your views and have them taken into consideration</td>
</tr>
</tbody>
</table>
The very first thing to do when you want to **exercise your rights** is to consult the relevant privacy notice, which describes how your personal data is collected, used, stored and shared. Furthermore, it provides you with a link to the relevant online form to submit your request.

### USEFUL LINKS

1. Data privacy website: https://privacy.web.cern.ch/
2. Operational Circular, OC11: http://cern.ch/go/rk6g
3. Privacy notices list: http://cern.ch/go/VH7w
4. Office of Data Privacy: privacy.protection@cern.ch

### QUIZ – TRUE OR FALSE?

Q1. As an intergovernmental organisation, CERN is subject to national data protection law.  
   **TRUE □**  **FALSE □**

Q2. Your CERN email address is Personal Data (e.g. jane.doe@cern.ch)  
   **TRUE □**  **FALSE □**

Q3. The office address of CERN’s Registration Service is Personal Data (e.g. 55/R-001)  
   **TRUE □**  **FALSE □**

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Information does not qualify as personal data unless it is considered together with other information. Thus, this CERN does not relate to an identified or identifiable individual. 

Q3: **FALSE.** Information on the office address of a service at CERN is not personal data because it is not related to an identifiable individual. 

Q2: **TRUE.** You are identified, or at least identifiable, through your email address.

Q1: **FALSE.** CERN does not apply the General Data Protection Regulation (GDPR) or any other national data protection law. CERN is an intergovernmental organisation and is subject to its own internal data protection framework, not the GDPR.