



YOUR DATA PRIVACY AT CERN

If you work for one of CERN's contractors, it is very likely that CERN processes your personal data.

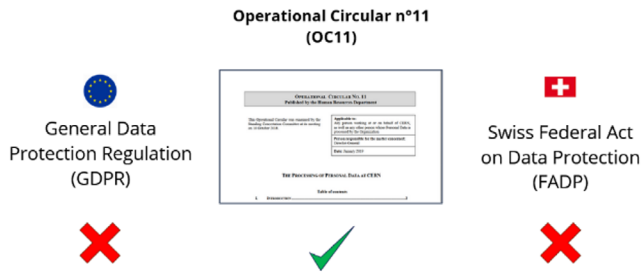
You are the sole owner of your personal data and only "lend" it to CERN. You have a chartered right over your data, a right that is an essential part of CERN's data protection framework.

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

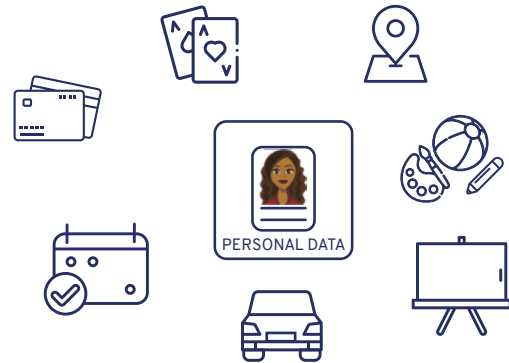


As an intergovernmental organisation, CERN is not subject to the European Union's GDPR nor to national data protection laws, and it can enact its own rules and regulations. CERN has created its own internal data protection framework, Operational Circular No. 11, in line with Member States' and EU regulations, 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

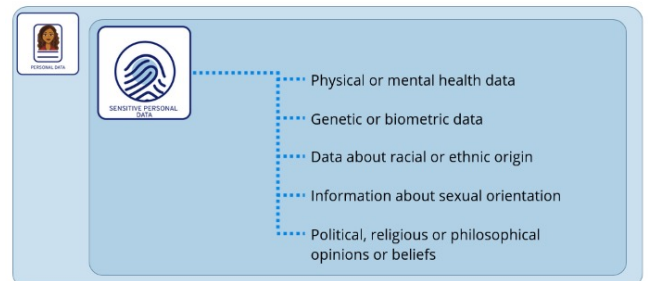
Personal data is any information that relates to you.



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

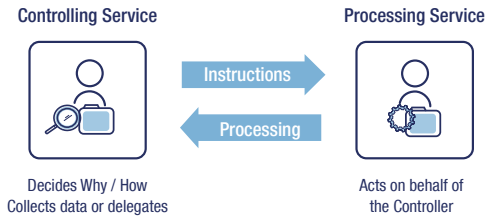
Sensitive personal data is a special category of personal data.



PERSONAL DATA PROCESSING

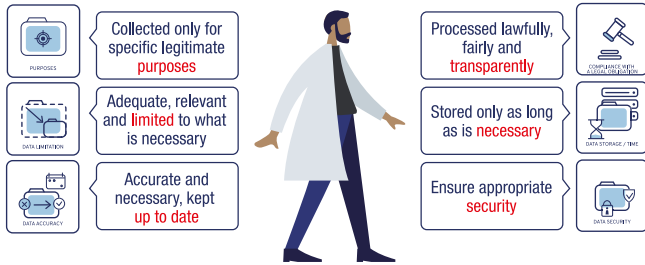
Data processing means any operation that you perform on data, whether or not by automated means, for example, if you send an email containing personal data or if you delete personal data.

At CERN, data processing is performed by **services**.



LEGAL OBLIGATIONS

Services must comply with essential principles when processing personal data.

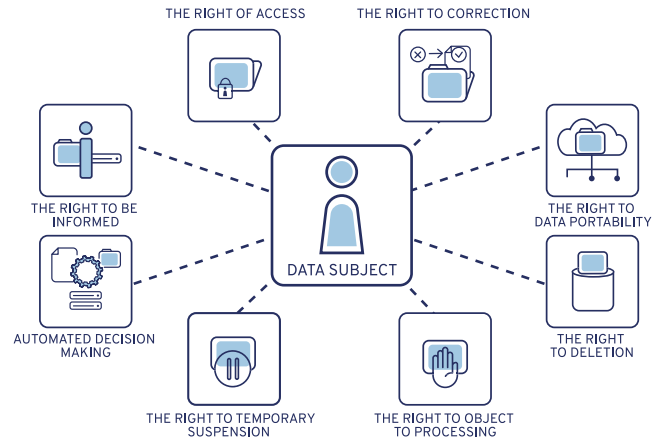


CERN must have a valid lawful basis to process personal data. There are six lawful bases for this processing.



DATA SUBJECT RIGHTS

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



Information	Services must publish a privacy notice to inform you about their data processing
Access	Right to know if your data is processed, and to access and get a copy of this data
Correction	Services must correct inaccurate data
Objection	Right to challenge the legitimacy of the processing
Deletion	"Right to be forgotten", deletion of data before the end of its retention period
Suspension	Right to limit processing (in time, under certain conditions)
Portability	Transmission of personal data in structured, commonly used and machine-readable format
Automatic decision making and profiling	Right to express your views and have them taken into consideration

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
5. Data Privacy Basics – elearning: <http://cern.ch/go/sR6f>

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

-
- Q1: FALSE. CERN does not apply the General Data Protection Regulation 2016/679 (GDPR), nor the Swiss Data Protection Act (FADP), nor any other national data protection law. CERN as an intergovernmental Organisation applies solely its own internal data protection framework
- Q2: TRUE. You are identified, or at least identifiable, through your nominative email address, even if it is a professional one.
- Q3: FALSE. Information such as the office address of a service at CERN does not relate to an identified or identifiable individual, unless it is considered together with other information. Thus, this information does not qualify as personal data.