



EUROPEAN COMMISSION

Competition DG

R1 – Document Management

Brussels, **18 OCT. 2016**
COMP/AW/ 2016/100971

Wiesje van Nunen
Access Info Europe
Cava de San Miguel 8, 4C
28005 Madrid
Spain

***By registered letter with acknowledgment of receipt
Advance copy by email***

Dear Sir,

Subject: Your application for access to documents – Ref GestDem No 2016/5480

We refer to your e-mail dated 30/09/2016 in which you make a request for access to documents, registered on the same date under the above mentioned reference number.

Your application concerns the following documents:

- 1. Memos, guidance, guidelines, or training material (or any other document) for DG staff on record creation and/or record keeping. I am particularly interested in documents that refer to creation/keeping of: Agendas (diaries of public officials' engagements), lists of meetings, minutes of meetings, lists of participants in meetings, and documents justifying decisions.*
- 2. Memos, guidance, guidelines, or training material (or any other document) for DG staff on the processing of access to information requests.*

The documents to which you have requested access contain personal data. Therefore we enclose a copy of the documents requested, with the personal data expunged.

Pursuant to Article 4(1) (b) of Regulation (EC) No 1049/2001, access to a document (or sections of it) has to be refused if its disclosure would undermine the protection of privacy and the integrity of the individual, in particular in accordance with Community legislation regarding the protection of personal data. The applicable legislation in this field is Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data¹.

When access is requested to documents containing personal data, Regulation (EC) No 45/2001 becomes fully applicable².

According to Article 8(b) of this Regulation, personal data shall only be transferred to recipients if they establish the necessity of having the data transferred to them and if there is no reason to assume that the legitimate rights of the persons concerned might be prejudiced.

¹ OJ L 8 of 12.1.2001, p. 1

² Judgment of the Court of Justice of the EU of 29 June 2010 in case 28/08 P, Commission/The Bavarian Lager Co. Ltd, ECR 2010 I-06055.

We consider that, with the information available, the necessity of disclosing the aforementioned personal data to you has not been established and/or that it cannot be assumed that such disclosure would not prejudice the legitimate rights of the persons concerned. Therefore, we are disclosing the documents requested expunged from this personal data.

In case you would disagree with the assessment that the expunged data are personal data which can only be disclosed if such disclosure is legitimate under the rules of personal data protection, you are entitled, in accordance with Article 7(2) of Regulation 1049/2001, to make a confirmatory application requesting the Commission to review this position.

Such a confirmatory application should be addressed within 15 working days upon receipt of this letter to the Secretary-General of the Commission at the following address:

European Commission
Secretary-General
Transparency unit SG-B-4
BERL 5/327
B-1049 Bruxelles

or by email to: sg-acc-doc@ec.europa.eu

Yours faithfully,



Sari SUURNÄKKI
Head of Unit