

# Data Protection Statement - 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](mailto: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](mailto:data-protection@europarl.europa.eu) and to the European Data Protection Supervisor (EDPS) via the email address [edps@edps.europa.eu](mailto: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, username, 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. The MFDs record the consumption generated during the printing processing operations: the number and type of printed pages, the colorimetric mode (color; black and white) and the printing date.

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 services (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 provides support for the employees/MEPs to execute basic and necessary tasks in the context of their work relationship/mandate.

The MFDs use personal data to provide more efficiency (on the printing / scanning / copying usage). It gives the possibility to send jobs for printing (files to print) from PCs or mobile devices. The MFDs use also personal data to provide more security (e.g. higher level of protection for the printed documents) as well as to raise awareness on the paper and ink consumptions in order to reduce the environmental impacts.

### **On the user interface:**

The MFDs require user authentication to avoid physical interceptions of documents:

- For the first time: you have to register your EP badge (ID and password from the EP LDAP required),
- For the next times: you have to scan your EP badge.

After scanning your EP badge on the MFDs, you have access to different parameters where you can choose to modify, print or delete files (previously sent to the printer) or to scan or copy files.

### **On the necessary use of personal data:**

Content of documents of printing/scanning/copying jobs is processed only in order to print/scan/copy the documents themselves. The content of documents of scanning and copying jobs is not stored. The content of the documents of printing jobs (documents printed or to be printed) is not stored longer than 96 hours (time where you can launch or relaunch the print job(s) of your documents).

Login data and activity logs (also personal data) are processed only to enable each user to be authenticated for the printing of their documents, for support/debugging purposes and for statistical purposes (i.e. global and individual statistics). The global statistics refer to the reports aggregated per machine assigned to an entity (e.g. Unit, Directorate). The individual statistics refer to the personal consumption reports made available for consultation purposes only to the concerned user (raise awareness individually on environmental impact).

**On the security:**

The MFDs improve:

- The protection for confidential documents (i.e. the printing of documents only after the user authenticates at the machine to avoid exposing them on a machine).
- The security of the IT systems because the solution restricts unauthorised access to the MFDs. The print/scan/copy services are made available only to the authorised personnel based on authentication.

**On the global and individual statistics (only on the consumption, not on the content):**

- The MFDs aggregates printing consumption information and produce global statistics (aggregated per machine assigned to an entity) that will be used to determine the appropriate allocation of printing resources according to the business needs across the buildings. Therefore, such data will be used for reporting to enforce a corporate printing strategy, for instance to reduce the number of colour and simplex printed pages.
- The MFDs will produce as well individual and personal printing statistics [coming features] that will be made available for consultation to each individual user. This is an EMAS objective (the users must receive access to personal printing statistics in order to raise their awareness about the ecological impact of their printing activities). The goal is to encourage you (as a user) to reduce your impact on the environment. Your personal data will be reported (for consultation purposes) only to you via a specific web portal accessible upon your authentication.

**On the reporting:**

The following aggregated reports will be automatically generated on demand and presented to the managers of Efficient Printing to evaluate the performance of the strategy:

- Consumption reporting per entity (Service, Unit and Directorate),
- Consumption: black&white vs colour (per entity),
- Consumption: simplex vs duplex (per entity),
- Consumption reports per individual machine,
- Consumption reports per machine category (model),
- Ecological reports.

The reports will be analysed and recommendations will be proposed in view of print fleet optimisation (i.e. ensure that each machine is being properly used according to its specifications and that each department receives the appropriate devices according to its printing needs).

As a conclusion, the reports will be used in the following purposes:

- Optimisation of the print fleet allocation
- Costs efficiency
- Quality of service improvement
- Efficiency and effectiveness of the print service
- EMAS objectives achievement (providing each user with an individual consumption report to which only the user has access – based on authentication)

**On the recipients (other than you):**

Personal data are stored exclusively with restricted access on internal European Parliament servers. These personal data are accessible to the application owner (ITEC - PRINTING Unit). A limited number of back-office staff members (ITEC - OPERATIONS Unit) may receive (if necessary, i.e. for support/debugging purposes) log files.

## How long are the personal data kept?

The personal data are stored in an encrypted form on European Parliament servers.

- **For the authentication process**, login personal data (i.e. Windows user ID, first name, last name, email) are synchronized (i.e. continuously collected and so updated) with the Windows directory services (corporate directory).

- **For the printing**, personal data (related to the content of the documents printed or to be printed) are kept up to 96 hours 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 (MFDs):

- 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 with possibility to reprint the files 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 (in this case personal data are automatically deleted).

- **For the copying**, personal data (related to the content of the documents) are kept on the multifunctional devices (MFDs) during the time of the copying process.

- **For the scanning**, personal data (related to the content of the documents) are kept on the multifunctional devices (MFDs) 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.

- **For the activity logs used to produce global and individual statistics on printing processing operations**, records in databases are generated during the printing operations. These records on printing consumption include personal data on paper and ink consumption (not content of the documents that are deleted in any case after 96 hours) that are: the number and type of printed pages, the colorimetric mode (color; black and white) and the printing date.

These data are only about the consumption itself. They are used for the global statistics (per machine assigned per entity) and they will be used for individual statistics (per users available for consultation purposes only to the concerned user) on consumption.

The individual statistics on consumption are in development. You will be informed prior to the activation of this new feature to start the individual statistics. Your individual statistics will be presented to you (provision of a user dashboard and/or user notifications) to raise awareness (self-awareness) on your own impact on the environment.

These records on printing consumption are retained for a maximum of 18 months from the moment they are created to raise awareness based on statistics covering a sufficient period to present at least two situations of the same context and be able to compare these situations.

- **For the activity logs used for support/debugging purposes**, there are different levels of logging available. In normal conditions, neither user information nor job information is recorded. However, at maximum level of logging (to debug an issue), the user identifier, the user name, the technical job identifier and the technical job name can be recorded depending on the nature of the issue. All type of logs are kept for 30 days, except in case of an error where data are deleted after the issue is resolved or after 1 year if it comes first.

**In case of an investigation (duly justified)**, the same retention period rules will apply. Personal data will be transferred directly to the competent authority managing its own processing operation and its own retention period rules.