

EUROPEAN COMMISSION
DIRECTORATE-GENERAL
REGIONAL AND URBAN POLICY
Policy
Legal Affairs

Brussels,
REGIO (2016)B4

Mireia Crespo Castellano
e-mail: ask+request-3275-
26510fb2@askthe.eu.org

Subject: Your application for access to documents – Ref GestDem No 2016/4883

Dear Ms Crespo Castellano,

We refer to your e-mail dated 2 September 2016 in which you make a request for access to documents, registered on the same day under the above mentioned reference number.

In your e-mail you request access to:

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.

Please note that requests for access to information are dealt with under the rules set out in the Code of Good Administrative Behaviour which is publicly available under the following link:

http://ec.europa.eu/transparency/code/docs/code_en.pdf

However, point 2 of your request was understood to be related to the processing of requests for access to documents falling within the scope of Regulation (EC) No 1049/2001.

Directorate-General for Regional and Urban Policy has identified the following documents as falling under the scope of your request:

1. Extracts from DG Regional and Urban Policy's internal website on document management (regio.dga1.b.4(2016)6023803);
2. Guidance for Archiving (Ares(2012)351713);
3. Access to documents (Ares(2014)3576039);
4. Guidance on dealing with access to documents request (Ares(2015)3005907).

We are happy to inform you that access to the requested documents can be granted. However, some of the documents to which you have requested access contain personal data.

Pursuant to Article 4(1)(b) of Regulation (EC) No 1049/2001, access to a document 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.

We consider that, with the information available, the necessity of disclosing the aforementioned personal data to you has not been established and that it cannot be assumed that such disclosure would not prejudice the legitimate rights of the persons concerned.

Therefore, we are disclosing the requested documents which include personal data 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.

¹ Official Journal L 8 of 12.1.2001, p. 1

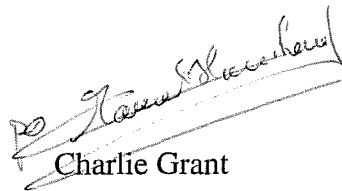
² Judgment of the Court of Justice of the EU of 29 June 2010 in case 28/08 P, Commission/The Bavarian Lager Co. Ltd, ECR 2010 I-06055.

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 5/282
B-1049 Bruxelles

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

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Charlie Grant', is written over a horizontal line.

Charlie Grant
Head of Unit