



EUROPEAN COMMISSION
Directorate-General for Translation

DGT.01 – Coordination and Institutional Affairs
Head of Unit

 Ref. Ares(2016)5506068 - 22/09/2016

Luxembourg/Brussels, **22 SEP. 2016**
DGT.01/AFF/cg-(2016) 5965402

Ms Mireia Crespo Castellano
Access Info Europe
Calle Cava de San Miguel 8, 4c
28005 Madrid
Spain

*By registered mail with
acknowledgment of receipt
Advance copy by email:
ask+request-3285-
7fb24452@asktheeu.org*

Subject: Your application for access to documents

Ref.: GestDem No 2016/4906

Dear Ms Crespo Castellano,

We refer to your e-mail dated 02/09/2016 in which you make a request for access to documents, registered on 02/09/2016 under the above mentioned reference number.

You request access to:

1. Memos, guidance, guidelines, or training material (or any other document) for DGT staff on record creation and/or record keeping, especially on creation/keeping of agendas (diaries of officials' engagements), lists of meetings, minutes of meetings, lists of participants and documents justifying decisions.
2. Memos, guidance, guidelines, or training material (or any other document) for DGT staff on the processing of access to information requests.

Following our consultation with you, we have identified the following documents:

1. Document lifecycle step by step
2. Ares filing
3. Which emails must be registered officially and how?
4. Internal - Incoming and Outgoing mail
5. Glossary on administrative document management
6. Explanatory notes and background file in Ares
7. Vademecum for access-to-documents requests

Documents 3, 6 and 7 contain personal data.

Pursuant to Article 4(1) (b) of Regulation (EC) No 1049/2001, access to a document is to be refused if disclosure would undermine the privacy and integrity of an individual in accordance with Community legislation on the protection of personal data, in particular 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.

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

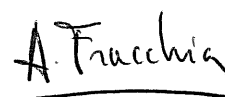
We consider that the necessity of disclosing personal data to you has not been established and that it cannot be assumed that disclosure could not prejudice the legitimate rights of the persons concerned. Therefore, we are disclosing the documents requested expunged from this personal data.

Furthermore, in Document 3, some images (screenshots of an Outlook screen) have been blanked out to protect intellectual property of a third party in accordance with Article 4(2) of Regulation (EC) No 1049/2001.

In accordance with Article 7(2) of Regulation 1049/2001, you are entitled 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 5/282
B-1049 Bruxelles
or by email to: sg-acc-doc@ec.europa.eu

Yours sincerely,



Alicia Fracchia-Fernández

Annexes: 7

¹ Official Journal L 8 of 12.1.2001, p. 1.