

# TRANSPARENCY

## Access to documents

European Commission– SG B4



**Newsletter n° 2**  
1 April 2014

### *Initial request : postal address mandatory*

From Tuesday 1 April 2014, only initial applications in which the applicant has submitted its postal address will have to be registered in GESTDEM.

As regards applications submitted by email, letter or fax: check, before registration in GESTDEM, if the applicant has communicated his/her postal address.

- If the applicant has not submitted his/her postal address: you are invited to send a standard message informing her/him that the application will be registered only once she/he has communicated a postal address. A standard message is available in all languages [on our Website "Access to documents"](#).  
See : <https://myintracomm.ec.europa.eu/corp/sg/en/docinter/Pages/Introduction.aspx>
- It is necessary to require the applicant's postal address for each request for access to documents received. If an applicant has already introduced an application, we suggest to ask only for a confirmation of his/her postal address.
- In GESTDEM the encoding of the 'Address' field has been made mandatory.

As regards the initial requests submitted via the automatic form available on Europa:

- The form has been amended to make the encoding of the following fields: 'address' – 'postal code' and 'city' mandatory.
- The following information has been added at the bottom of the form, to the attention of the applicant:
  - All your data will be processed in accordance with the requirements of Regulation (EC) No 45/2001 on the protection of personal data.
  - We reserve the right to refuse the registration of your request if the data mentioned in the above email is inaccurate or incomplete.
  - In case of doubt concerning your identity, we reserve the right to ask you to send us a copy of a valid identity document.