



New Credentials / CLGE: ID-510083513941-24 – Username: Comit1413296444

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## Code of Conduct – Transparency Register (EU)

In their relations with the EU institutions and their Members, officials and other staff, registrants shall:

- a. always identify themselves by name and by the entity or entities they work for or represent; declare the interests, objectives or aims promoted and, where applicable, specify the clients or members whom they represent;
- b. not obtain or try to obtain information, or any decision, dishonestly, or by use of undue pressure or inappropriate behaviour;
- c. not claim any formal relationship with the EU or any of its institutions in their dealings with third parties, nor misrepresent the effect of registration in such a way as to mislead third parties or officials or other staff of the EU;
- d. ensure that, to the best of their knowledge, information which they provide upon registration and subsequently in the framework of their activities within the scope of the register is complete, up-to-date and not misleading;
- e. not sell to third parties copies of documents obtained from any EU institution;
- f. not induce Members of the EU institutions, officials or other staff of the EU, or assistants or trainees of those Members, to contravene the rules and standards of behaviour applicable to them;
- g. if employing former officials or other staff of the EU or assistants or trainees of Members of the EU institutions, respect the obligation of such employees to abide by the rules and confidentiality requirements which apply to them;
- h. observe any rules laid down on the rights and responsibilities of former Members of the European Parliament and the European Commission;
- i. inform whomever they represent of their obligations towards the EU institutions;

Individuals representing or working for entities which have registered with the European Parliament with a view to being issued with a personal, non-transferable badge affording access to the European Parliament's premises shall:

- j. comply strictly with the provisions of Rule 9 of, and Annex X and the second paragraph of Article 2 of Annex I to, the European Parliament's Rules of Procedure;
- k. satisfy themselves that any assistance provided in the context of Article 2 of Annex I to the European Parliament's Rules of Procedure is declared in the appropriate register;
- l. in order to avoid possible conflicts of interest, obtain the prior consent of the Member or Members of the European Parliament concerned as regards any contractual relationship with or employment of a Member's assistant, and subsequently declare this in the register.



## Legal notice (Transparency Register EU)

The Register is part of the policy of openness about the relations with organisations and self-employed individuals engaged in EU policy-making and policy implementation. Registering is voluntary and in no way implies that your organisation has been given any form of recognition, approval or accreditation by the European Institutions.

The information in the Register is provided by the registered organisations and is the sole responsibility of those organisations.

The joint Transparency Register Secretariat reserves the right to remove from the Register any organisation whose values, goals and/or actions are contrary to the principles of the EU as laid down in Article 6(1) and (2) of the EU Treaty.

The Register contains links to external sites which the European Institutions have no control over and for which they cannot be held responsible. The fact that these links are provided does not constitute either approval or a guarantee regarding (i) the organisation (or individual) responsible for managing or providing the content on any of the sites, (ii) the services advertised there, (iii) the content on the sites or (iv) any opinions expressed there.



# Transparency Register (EU) - Data protection rules

This privacy statement explains how the **Transparency Register** uses any information you give to us, and the way we protect your privacy.

## *1. The purpose and objective of the "Transparency Register"*

As a part of its efforts to enhance the transparency of the European decision making process, a public register for organisations and self-employed individuals engaged in EU policy-making and policy implementation has been opened (Agreement between the European Parliament and the European Commission on the establishment of a Transparency Register). The purpose and objective of the "Transparency Register" (hereafter Register) is to provide information about the landscape of European organisations and self-employed individuals engaged in EU policy-making and policy implementation as comprehensively as possible. The Register is publicly available on the internet and is managed by the joint Transparency Register Secretariat formed by the European Parliament and the European Commission.

The Register contains a web-based voluntary registration system with incentives for interest representatives to register. The incentives include automatic alerts of public consultations on issues of known interest to the registered organisms. The organisms who do not register will not benefit from the automatic public consultation alerts system.

While registering, the organisms will also have to subscribe to the code of conduct available on this same website.

## *2. What personal information do we collect and for what purpose?*

The registration system entails disclosing facts about who the organisms are and whom they represent, what their mission is and how they are funded. These data are collected via the online subscription form available on this same website.

The personal data concerning the contact persons, collected from the web-based registration interface will not be made available for consultation to the European citizens on the Register website.

The data are solely collected and made public for the specific purposes laid down in this privacy statement and will not be used for any other purpose.

## *3. Who has access to your information and to whom is it disclosed?*

The Register is publicly available on the internet for consultation, excluding the personal data concerning the contact persons.

All information may be shared with other institutions' departments but will not be shared with third parties.



The mailing list is managed by the authorised webmaster. The authorised webmaster can also delete data if it is found to be out of date or incorrect or if the values, objectives and/or actions of the registered organism are contrary to the principles of the EU as defined in article 6, § 1 and 2 of the Treaty of the European Union. In this case the subscriber will be notified about the procedure followed by the joint Transparency Register Secretariat for deleting a record from the database.

#### *4. How do we protect and safeguard your information?*

Immediately after the submission of the form, your replies are recorded in a secured and protected database hosted by the Data Centre of the European Commission. Your organisation's identification data are transmitted securely over the network (via Secure Sockets Layer (SSL)) to the European Commission's web server.

The details of contact persons are not published on the website. Inside the institutions the whole database can only be accessed by a limited number of persons using a UserId/Password.

#### *5. How can you verify, modify or delete your information?*

The Register is an opt-in service. Access for modifying submitted data at any moment is only granted to the registered users through a Login/Password. You can modify your data at any time via our Register web interface by logging-in with the login and password that you received upon registration. You may verify the accuracy of the information and, if necessary, correct it by accessing the web interface and entering modifications yourself.

Special attention is drawn to the consequences of a delete/unsubscribe request, in which case any trace of how to contact you will be lost from the public site of the register. If the organism whose data have been deleted should wish to register again, all the information will have to be supplied again.

#### *6. How long do we keep your data?*

We keep your data for as long as you are registered, or until the data is found to be out of date or incorrect. You must update your data at least once a year; otherwise it will be automatically erased from the public website.

For transparency reasons your data will be kept in the non-public part of the database for 5 years after the last action in relation to the registration. All data will be deleted after these 5 years.

#### *7. Contact Information*

In case you have questions related to this e-Service or concerning any information processed in the context of this service, feel free to contact the joint Transparency Register Secretariat, using the contact form available on this website.