

**ENERGYEFFICIENCY4SMEs PROJECT PRIVACY STATEMENT**  
**Compliance with the General Data Protection Regulation (GDPR) EU 2016/679**

**BACKGROUND INFORMATION**

**EnergyEfficiency4SMEs Project** in short **EE4SMEs** is a project co-funded by the European Union aiming at increasing the uptake of energy efficiency measures within SMEs.

EE4SMEs is implemented by a consortium of 23 partners established in 10 EU member states : **Belgium, France, Italy, Austria, Cyprus, Malta, Bulgaria, Estonia, Spain and Germany.**

- 1 Eurochambres association des chambres de commerce et d'industrie Europeennes the project coordinator („coordinator“),  
Established in Belgium, avenue des arts, 19 a/d, b-1000 Brussels,
2. Cci france (cci france), 8-10 rue pierre  
Brossolette, Levallois-Perret 92300, France,
3. Chambre de commerce et d'industrie Nice Côte d'Azur  
bd Carabacel 20, nice 06005, France,
4. Cci region bourgogne franche-comte 2 av de marbotte, dijon 21070, France,
5. Chambre de commerce et d'industrie de region nouvelleaquitaine , 2 place de la bourse,  
Bordeaux 33050, France,
6. Chambre de commerce et d'industrie de region auvergne-rhonealpes (cci ara), 32 quai perrache,  
Lyon 69286, France,
7. Unione regionale delle camere di commercio industria Artigianato e agricoltura del veneto  
via delle industrie 19d parco scientifico Tecnologico vega edificio lybra, marghera venezia 30175, Italy,
8. Fondazione fenice onlus Lungargine rovetta 28, padova 35127, Italy,
9. Camera di commercio industria artigianato e agricoltura di Genova via garibaldi 4, Genova 16121,  
Italy,
10. Azienda speciale riviere di liguria via guarda superiore 16, Savona 17100, Italy,
11. Wirtschaftskammer Tirol Wilhelm-Greil-Strasse 7, Innsbruck 6020, Austria
12. Energieinstitut der Wirtschaft GmbH, Webgasse 29/2, Wien 1060, Austria,
13. Kypriakon emborikon kai biomichanikon epimelitirion griva digeni 38 &  
Deligiorgi 3, lefkosia 1066, cyprus,  
lefkonos odos 10-12, lefkosia 1011, cyprus,
15. Energy and Water Agency (EWA), pic 940242632, Pinto Business Centre, Mill Street, Qormi QRM  
3104, Malta
16. Malta business foundation  
Malta business bureau, the exchange buildings, Street, Valletta 1117, Malta,
17. Sdruzhenie bulgarska targovsko-promishlena palata  
(Bulgarian cci), ul. Iskar 9, Sofia 1058, Bulgaria,
18. Mtu eesti kaubandus-toostuskoda (Estonian CCI), Toom Kooli 17, Tallinn 10130, Estonia,
19. Camara oficial de comercio industria servicios y navegacion De murcia (CCI Murcia), plaza San  
Bartolome 3, murcia 30004, Spain,
20. Camara oficial de comercio industria servicios y  
Navegacion de sevilla (Plaza De la contratacion 8, Sevilla 41004, Spain,
21. Cambra oficial de comerc i industria de Terrassa (la  
Cambra), calle Blasco de Garay 29-49, Terrassa 08224, Spain,
22. Camara oficial de comercio industria, servicios y Navegacion de Valencia  
Calle Poeta Querol 15, Valencia 46002, Spain,
23. Senercon gmbh Hochkirchstrasse 11, Berlin 10829, Germany
24. e7 Energy Innovation and Engineering, Walcherstrasse 11, Wien 1020, Austria

The EnergyEfficiency4SMEs project will focus its activities in the following NACE sectors:

- Accommodation and food service activities (Nace Code: I55 to I56.3.0)
- Manufacturing – Agri-food (Nace Code: C10 to C11.0.7)
- Manufacturing – Metal work (Nace Code: C24 to C25.9.9)

The project aims at enhancing the skills of energy technicians within a company to transform a technical study (boiler room level) into a strategic proposition which can be attractive to the top management (board room level) as well as to improve their know-how to access public incentives and private finance.

Some of the specific project objectives are outlined below:

- Identify and analyse the current best practices available for large companies and from these best practices further identify relevant cost-effective recommendations for SMEs from the identified sectors / sub-sectors.
- Definition of energy consumption measurement and energy audit reporting standards
- Post-audit analysis and handholding towards desired benchmark (Energy Performance Improvement Actions EPIA).
- Capacity building for all actors involved internally and externally (focused on management staff / Chambers)
- Analysis and evaluation of energy efficiency multiple benefits
- Rationalize the information to the access to funding schemes for EPIA
- Evaluation and exploitation of results for the sustainability of the project

In this context, EE4SMEs will have to collect and process personal data of persons involved in these activities.

#### **Useful definitions:**

**Personal data:** personal data is any information that relates to an identified or identifiable living individual. Different pieces of information, which collected together can lead to the identification of a particular person, also constitute personal data.

The GDPR protects personal data regardless of the technology used for processing that data

Examples of personal data i.e.:

- a name and surname;
- a home address;
- an email address such as [name.surname@company.com](mailto:name.surname@company.com);
- an identification card number;
- location data (for example the location data function on a mobile phone);
- an Internet Protocol (IP) address;
- a cookie;

**Processing:** Processing covers a wide range of operations performed on personal data, including by manual or automated means. It includes the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal data.

Examples of processing include:

- staff management and payroll administration;
- access to/consultation of a contacts database containing personal data;
- sending promotional emails;
- shredding documents containing personal data;
- posting/putting a photo of a person on a website;
- storing IP addresses or MAC addresses;
- video recording (CCTV).

**Cookies:** Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information, when an individual visits a website.

**Individual 's approval for the collect and process of personal data will be required for:**

- the management and implementation of EE4SMEs Project

- the participation of members of the Collaborative communities,
- visiting EE4SMEs website, downloading documents from the website
- subscribing to newsletters, publications or any other documents
- registering and participating in open space sessions workshops, seminars, conferences, training courses whether online or physical meetings.

#### Individuals 'rights are the followings

- Right to access and request a copy of their personal data
- Right to rectification and request to correct any information
- Right to erasure and request the deletion of data
- Right to object to processing data
- Right to data portability that is to request the transfer your data to another organisation
- Right to lodge a complaint with the Data Protection Authority (see Annex 1)

**How EE4SMEs will use cookies:** to collect information from the individual to keep him/her signed in and understand how he/her uses the website.

#### What kind of cookies do we use?

EE4SMEs' website uses functionality cookies: to recognize the individual and remember the previously selected preferences. These could include what language you prefer and the location you are in.

#### How to manage cookies?

Individual can set his/her browser not to accept cookies, and EE4SMEs website will inform you how to remove cookies from your browser, in a few cases some of the website features may not function as a result

#### Commitment of the Members of the Consortium

The members of the consortium undertake that :

- personal data will be collected and processed in a lawful and transparent manner, ('lawfulness, fairness and transparency');
- the collect and process of personal data is needed in view of the specific purposes of the project (purpose limitation)
- only the personal data that is necessary to fulfil that purpose will be collected and processed ('data minimisation');
- they will install appropriate technical and organisational safeguards that ensure the security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technology ('integrity and confidentiality')

#### Update of EE4SMEs privacy policy

EE4SMEs keeps its privacy policy under regular review and places any updates on the project website.

#### How to contact us

If you have any question about EE4SMEs's privacy policy, the data the members of the consortium hold, or if an individual would like to exercise one their data protection, please do not hesitate to send your request to the relevant organisation at the email address indicated below [privacy@eurochambres.eu](mailto:privacy@eurochambres.eu) with the following references EE4SMEs

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