

# PRIVACY POLICY

Last update: 16/11/2018

This document provides information on the collection and distribution of personal data that ROB is collecting in the frame of its activities as Central Bureau of the EUREF Permanent Network (EPN).

## 1. Collecting of data through which the visitor cannot be identified

During your visit on the web and ftp site of the Central Bureau (CB) of the EUREF Permanent Network – EPN ([epncb.eu](http://epncb.eu) or [epncb.oma.be](http://epncb.oma.be)), we collect information such as the used browser, the downloaded files, the visited web pages, the duration of the visit, and the IP address. From this information, we cannot directly identify a user. ROB uses the gathered information to generate statistics aiming to 1) improve the services provided on the web and ftp site, and 2) demonstrate the usage of these services.

## 2. Processing of personal data

### 2.1 EPN components

**Content:** In order to perform its role as Central Bureau of the EPN, ROB maintains information on agencies and associated contact persons providing EPN data, products or services (DPS). These contact persons are involved in the operation of EPN components such as GNSS stations, Operational Centers, Data Centers, or Analysis Centers. For the contact persons, ROB collects names, business telephone numbers, and emails.

**Purpose:** ROB uses the names and business email addresses of the contact persons solely for sending emails related to proper functioning the EPN components they are involved in.

**Location:** ROB stores the personal data of the EPN contact persons in its internal database. For users who have provided their consent, the personal data are also publicly available without restrictions from our web and ftp site.

**Editing and removal:** To remove your name and other personal contact information stored by the EPN CB, contact the EPN Central Bureau at [epncb@oma.be](mailto:epncb@oma.be).

GNSS station or operational center contact persons can register at [gnss-metadata.eu](http://gnss-metadata.eu) to update, correct, and remove on-line any personal data related to on the [epncb.eu](http://epncb.eu) web site. In addition, they can indicate if they agree (or not) to make publicly available their personal data without restrictions.

EPN Analysis Center and Data Center contact persons can edit or remove their personal data by contacting by email [epncb@oma.be](mailto:epncb@oma.be). Before publishing any personal data on-line, ROB asks each contact person explicitly if he/she agrees with this publication.

**Re-use:** For the contact persons who have agreed with public release, their personal data are public and published on the EPN CB web and ftp site. This is done to allow EPN users to contact EPN DPS whenever they need clarification or have questions about one of the provided DPS.

**Historical info:** The personal data is kept as long as the agency is providing DPS to the EPN. In some case, the personal data go back to 1996 when the EPN was created, but when personal data are updated or replaced by the personal data of another person, the old data are deleted.

## 2.2 Mailing lists

ROB maintains three mailing lists for three email exploders: the EUREF mail, EUREF-IP and EUREF LAC mail exploders. The data included in these messages are used only for the purposes of EUREF communications and announcements.

By sending a message to one of the EUREF mailing lists, you are consenting the archiving and publicly availability of the contents of your message. ROB does not have the tools to remove or edit the personal data in the emails themselves.

**Content:** For each mailing list, we maintain the list of person names and email addresses of the persons receiving the emails. In addition, the messages sent via the mail exploders are collected on a ftp server and are publicly available without restrictions. It is therefore recommended to avoid the use of personal data in your messages.

**Purpose:** The personal data of the mailing lists are solely used to distribute emails that are sent to one of the three email exploders. These emails are subject to a dedicated filter to make sure no spam is distributed through the mailing lists.

**Location:** We store the personal data internally and keep them as long as your do not request to be removed from any of the mailing lists.

**Historical info:** The mails go back to the beginning of the EPN in 1996 as some of them have historical value. An example are the mails where data quality problems in one of the GNSS stations of the EPN are reported.

**Editing and removal:** The personal data in our mailing lists can be edited or removed by contacting us by email at [epncb@oma.be](mailto:epncb@oma.be).

## 2.3 Personal data in EPN data and product files

ROB maintains a scientific data center that provides, in open access, GNSS data and data product files from the EUREF Permanent GNSS Network.

**Content:** Some of the GNSS data and product files available on the EPN CB ftp site may contain personal data as part of the files headers. The data providers are aware that the data and product files are provided with the intent to make them publicly available without any restrictions. It is up to the provider of these files to decide to include personal data in the files or not.

**Location:** ROB does not read the personal data in the GNSS data and product files nor stores them in any database or file.

**Re-use:** The GNSS data and data product files are publicly available, also the personal data that have been provided in these files.

**Historical info:** The GNSS data and data product files go back to the observation time and production time of the data and product files. They go maximally back to 1996.

**Editing, removal:** Upon request at [epncb@oma.be](mailto:epncb@oma.be) the personal data in the GNSS data and product files can be edited or removed.