

# How does the Department protect my personal information?

My information is my personal data.

## • What is personal data?

Personal data is information or details making it possible to identify a person directly or indirectly.

*Examples: management of family social aid files, welfare management, digital workplaces for middle schools, family aid for transportation, registry for declarations of intent to waive property rights for sensitive natural areas, mail management.*

## • What is personal data processing?

Any operation or any set of operations carried out on personal data. Processing may be carried out on paper or digital documents.

*Examples: management of family social aid files, welfare management, digital workplaces for middle schools, family aid for transportation, registry for declarations of intent to waive property rights for sensitive natural areas, mail management.*

## • Under which framework does the Department process my personal data?

The Essonne Department handles public service missions. Under this framework, the Department collects and processes personal data from users. It is the Data Controller for this information. It only collects the data that it needs.

## • When am I affected by the Department's collection of personal data?

You are affected as soon as you make an appointment with one of the Department's services, request aid or services, or pay a bill to the Department.

## • To whom can it send my data?

The Department can send your data, under certain conditions, to other administrations and its partners, who participate in supplying aid or the requested services.

*Example: Pôle emploi (Unemployment Office), CPAM (Health Insurance), CAF (Family Benefits Office), CNAV (Retirement fund), medical-social partners, etc.*

In no case whatsoever will it send this data to service providers for commercial purposes.

Purely medical data is only sent from physician to physician, after receiving your written consent.

## • What are my rights regarding the processing of my personal data?

You can:

- access and obtain a copy of your personal data,
- oppose the processing of your personal data,
- correct your data or have it removed upon your request,
- request that your sensitive information, like medical-related information, no longer be communicated,
- request that your data no longer be processed.



## How can I exercise my rights?

To exercise your rights, the Department invites you to file your request with the Department's Data Protection Officer (DPO). Ideally, it is recommended to use the form accessible on the website [www.essonne.fr](http://www.essonne.fr) and send it filled out via email ([dpo@cd-essonne.fr](mailto:dpo@cd-essonne.fr)) or by mail to:

**Le Délégué à la protection des données  
Exercice des droits sur les données  
personnelles  
Hôtel du Département  
Boulevard de France  
91012 Évry-Courcouronnes Cedex**

If you think, after having contacted the Department and the DPO, that your rights regarding your personal data are not being respected, you can send a claim to the CNIL ([www.cnil.fr](http://www.cnil.fr)).