|  |  |
| --- | --- |
|  | EUROPEAN COMMISSION  EUROPEAN CLIMATE, INFRASTRUCTURE AND ENVIRONMENT EXECUTIVE AGENCY  Programme Support & Resources Department  Unit A1 – Programme Support, Coordination & Communication |

**CINEA webmasters data protection checklist**

|  |  |
| --- | --- |
| Name of contractor: |  |
| Reference to FWC/ Service contract: |  |
| **Short name** and **url of website:** |  |

*Please indicate below YES or NO and any further comments as appropriate:*

|  |  |
| --- | --- |
| **SECURITY:**   * + - 1. **Is the website using and enforcing the use of a HTTPS connection?** | **YES / NON** |
| How to check: | |
| How to fix: | |
| 1. **For websites not hosted on Europa.eu:**   **Is the website using a secure HTTPS encryption without any significant vulnerabilities?** | **YES / NON** | |
| How to check: | | |
| 1. **Is the website ensuring that users do not send personal data over a non-encrypted connection, especially forms (e.g. contact forms)?** | **YES / NON** | |
| How to check: | | |

**COOKIES:**

|  |  |  |
| --- | --- | --- |
| 1. **Is the website using any third-party cookies?**   **Are users informed about this?**  **Is the users’ prior consent requested before the installation of these third-party cookies?** | **YES / NON**  **YES / NON**  **YES / NON** | |
| How to check: | | |
| How to fix: | | |
| 1. **Is the website using a cookie banner to provide the first layer of information on the use of cookies and similar technologies?** | **YES / NON** | |
| How to fix: | | |
| 1. **Is the website using site-specific cookies?**   **Are they described on a dedicated ‘cookie notice’ page or in the ‘data protection notice’?** | **YES / NON**  **YES / NON** | |
| How to fix: | | |
| 1. **Is the website setting consent requiring cookies when the browser’s “*Do Not Track”* (DNT) option is activated?** | **YES / NON** |
| How to check: | |

**LEGAL OBLIGATIONS OF PROCESSOR:**

|  |  |
| --- | --- |
| 1. **Do you have internal procedures in place to identify and report data breaches to CINEA without undue delay?** | **YES / NON** |
| How to fix:  . | |
| 1. **Is your processing of personal data on the websites described in a ‘Record’?**   **Has the website a ‘date protection notice’, based on the CINEA template?** | **YES / NON**  **YES / NON** |
| How to check: | |
| How to fix: | |

**THIRD PARTY TOOLS:**

|  |  |
| --- | --- |
| 1. **Is the website using third party services and tools that are activated without prior, informed user consent (i.e. Google Analytics, Youtube, Facebook, …)?** | **YES / NON** |
| How to fix: | |

Please enclose an action plan to tackle identified non-compliance with data protection and privacy rules.

For more detailed information please consult the [**EDPS Guidelines for web services**](https://edps.europa.eu/sites/default/files/publication/16-11-07_guidelines_web_services_en.pdf)

on behalf of the contractor

|  |  |
| --- | --- |
| Name: | Date: |
| Function: | Signature: |