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|  | EUROPEAN COMMISSIONEUROPEAN CLIMATE, INFRASTRUCTURE AND ENVIRONMENT EXECUTIVE AGENCYProgramme Support & Resources DepartmentUnit A1 – Programme Support, Coordination & Communication  |

**CINEA webmasters data protection checklist**

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| 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:*

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| **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:**

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| 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:**

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| 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:**

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| 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

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