

## **TRON.tdi : Instructions and Terms of Use**

If you have any question or encounter any problem with TRON.tdi please contact the functional mailbox published in the Notice of Initiation of the proceeding or email the Trade Service Desk on TRADE-SERVICE-DESK@ec.europa.eu

### **1. GENERAL**

1.1 TRON.tdi is a website serving as a single entry point for sharing documents between interested parties in Trade Defence proceedings and the European Commission, Directorate-General of Trade.

1.2. TRON.tdi has three main uses:

- Consultation of the open (non-confidential) file, granting representatives of interested parties remote access to the open file of a specific case;
- Sending documents to interested parties (web notification);
- Submission of documents (open and sensitive) by interested parties in a proceeding (file upload and online forms modules).

### **2. ACCESS TO TRON.tdi**

2.1. To be granted access to TRON.tdi, interested parties must first create an EU Login account. An EU Login account allows access to Commission information systems, including TRON.tdi.

<https://tron.trade.ec.europa.eu/tron/TDI>

2.2. Once an interested party has an EU Login account, they can then contact the case team to be accepted as an interested party for a particular Trade Defence proceeding.

2.3. Once the application for interested party status has been granted, the party will receive information by email confirming its status as an interested party.

2.4. If an interested party appoints a legal representative, access to TRON.tdi will be granted to them upon request. Access to TRON.tdi by representatives (employees) of the interested party may also be granted upon request.

2.5 If you haven't been granted an interested party status and you do not agree with the reasons for this decision, you may request the intervention of the Hearing Officer.

2.6. For security reasons, users will be automatically logged out of the system after fifteen minutes if there is no activity during the session.

### **3. CONSULTATION OF THE OPEN FILE**

3.1. TRON.tdi allows interested parties to consult the open file of specific proceedings. Consultation of the open file is available 24 hours a day, seven days a week.

3.2. The date and time of each action by a user is recorded by the system. Where several users representing the same party have access to TRON.tdi, each action of each individual user is recorded by the system. The relevant time is that in Brussels, Belgium (central European time).

3.3. Large files will be downloaded in a zip file. Interested parties will receive an email when the file is ready with a link to the zip file.

3.4. For security reasons, the zip file will only be available for download for one hour after receipt of the email.

#### 4. WEB NOTIFICATION

4.1 Web notification uses TRON.tdi to notify interested parties of documents uploaded to TRON.tdi by the Commission, including open files such as questionnaires and disclosures and also sensitive documents specific to that interested party.

4.2. Parties are sent a link by email to the documents, or they can download them by accessing TRON.tdi using their EU Login account.

4.3. In order to download a sensitive file parties will, in addition to an EU Login account, have to also register a mobile phone number in EU Login.

4.4 To download a sensitive file, TRON.tdi will ask for a one-time password sent by text message to the registered mobile phone number.

4.5 Detailed procedure on how to register a mobile phone number in EU Login account is on TRON.tdi webpage.

<https://tron.trade.ec.europa.eu/tron/resources/documents/mobileRegistration.pdf>

#### 5. WEB SUBMISSION

5.1 Parties may submit sensitive and/or open versions documents for any ongoing case.

5.2 It is mandatory to upload an open version of a sensitive file has been uploaded.

5.3 Parties are advised to limit the amount of personal data in the non-confidential version to the strict necessary to defend their interests appropriately during the investigation.

5.4 Parties have to ensure that all individuals, whose personal data it provides in submissions to the European Commission, have received a copy of the [privacy statement](#).

5.5 Parties receive an acknowledgement of receipt upon successful submission.

#### 6. TERMS OF USE

To use TRON.tdi you must accept the following terms of use, breach of which may result in deactivation of your account.

Should the terms of use change, you will be asked to accept the updated terms.

I have taken note of how TRON.tdi operates, as described above, and:

- I agree not to give third parties my EU Login and password
- I agree that any action carried out using my EU Login and password will be deemed to have been carried out by me;

- I agree to notify the Commission immediately of any change of my email address, the termination of my professional activity or a change in my responsibilities;
- I agree that all personal data I extract from the file “open for inspection by interested parties” will only be used for the establishment, exercise or defence of legal claims in relation to the case at hand. Equally, I certify that all personal data will be processed in a way to ensure that the level of protection of natural persons is not undermined.
- I agree to report any unauthorized release of any information from TRON.tdi including transmission of files I have downloaded to any other person or organisation.
- I agree to process all personal data from the open files of other interested parties solely:
  - (a) for the purpose of the establishment, exercise or defence of legal claims in relation to Trade Defence proceedings; and
  - (b) pursuant to (EU) [Regulation 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

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