

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, open/celebration/information days and visits

**Data Controller:** European Labour Authority, Communications Team

**Record reference:** DPR-ELA-2022-0023

### **Table of Contents**

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

## 1. Introduction

The European Labour Authority (hereafter 'ELA') is committed to protect your personal data and to respect your privacy. ELA collects and further processes personal data pursuant to [Regulation \(EU\) 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation "ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, open/celebration/information days and visits" undertaken by *[indicate the name of Unit/team responsible, i.e. the organisational entity responsible for the processing. Do not indicate the name of the e.g Head of Unit.]* is presented below.

## 2. Why and how do we process your personal data?

Purpose of the processing operation: *[Indicate the name of Unit/team responsible, i.e. the organisational entity]* collects and uses your personal information to grant access to the European Labour Authority (ELA) Premises in Bratislava, and to inform speakers of the composition of the groups and of the number of participants.

E-mail addresses are collected in order to facilitate to communication between ELA and interested visitors.

Pictures and videos of visitors may be taken, with prior consent, during the visit and may be used for the purpose of promoting the Premises' activities internally (e.g. PowerPoint, activity reports, publications) and externally (e.g. Social media, website).

Your personal data will not be used for an automated decision-making including profiling.

## 3. On what legal ground(s) do we process your personal data

We process your personal data, because, according to Article 5(1) of Regulation (EU) 2018/1725:

(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body, and for some specific data categories,

(d) you have given consent to the processing of your personal data for one or more specific purposes.

We may process **special categories of personal data**, therefore, Article 10 of the Regulation applies. In case if needed in order to organise the visit, we may collect health data, for instance, if you request special assistance before or during the visit, we will need to provide this information to our staff or our service providers at ELA Premises so they can provide the assistance you have requested).

We will only process such data where you have given your explicit consent.

#### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation *[the name of Unit/team responsible, i.e. the organisational entity]* collects the following categories of personal data: *[Specify the categories of personal data concerned.]*

##### **Mandatory data:**

Name, first name, date of birth, nationality, ID card or passport number.

These data collected from the visitors are mandatory, mainly for security reasons, in order to visit the European Labour Authority.

##### **Voluntary data:**

In addition, the following data are collected, on a voluntary basis:

- Sector of occupation of the visiting group
- Only for the group leader: contact details (e-mail address, telephone number, mobile telephone number, postal address, country of residence, Internet address)
- Special assistance/dietary requirements

These data are linked to the visit number and title of the visit.

Pictures and videos of visitors may be taken, with a prior consent, during the visit and may be used for the purpose of promoting the visit to ELA Premises internally (e.g. PowerPoint, activity reports, publications) and externally (e.g. Social media, website). A specific authorisation form will be used to cover pictures and audiovisual material.

#### **5. How long do we keep your personal data?**

*[The name of Unit/team responsible, i.e. the organisational entity]* only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

Mandatory data: will be deleted two years after the last action in relation to the specific visit.

Special assistance/dietary requirements: will be deleted as soon as they are no longer necessary for the purpose for which they have been collected and not later than within 1 month after the end of the visit.

Voluntary data: is kept for 6 months and deleted afterwards.

Pictures and videos: will be deleted two years after the last action in relation to the specific visit.

#### **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Labour Authority or of its contractors.

ELA's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of ELA, and by the confidentiality obligations deriving directly from the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679.)

In order to protect your personal data, ELA has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address

online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

#### **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to ELA staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

*[If the controller foresees the publication of any personal data, it should specify to what extent it would publish personal data and the legal basis for it (e.g. consent).]*

When explicitly agreed by you, some of your personal data (pictures and/or videos) will be published on a publicly available website or printed to illustrate communication material, photo albums, etc.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

#### **8. What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

Regarding the mandatory information detailed above, you have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

Regarding the voluntary information, you have consented to provide your personal data to *[indicate the name of the Unit/team responsible, i.e. the organisational entity]* for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

#### **9. Contact information**

##### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, *[indicate controller entity, and (ONLY) functional mailbox]*.

- **The Data Protection Officer (DPO) of ELA**

You may contact the Data Protection Officer ([data-protection@ela.europa.eu](mailto:data-protection@ela.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

**10. Where to find more detailed information?**

ELA Data Protection Officer (DPO) publishes the register of all processing operations on personal data by ELA, which have been documented and notified to him. You may access the register via the following link: <https://www.ela.europa.eu/en/privacy-policy>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-ELA-2022-0023: ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, open/celebration/information days and visits.