

# Your data protection rights at ELA

In December 2018, new rules on the processing of personal data by EU institutions and bodies entered into force. All EU institutions, including the European Labour Authority (ELA), are bound by this new Regulation: [Regulation\(EU\) 2018/1725](#).

In ELA, we care about your personal data and only process them for legitimated and specified purposes and we only process your personal data fair and lawfully.

Here, you can find a list of your data protection rights and additional information on how to exercise them in practice.

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 ELA Data Protection Officer at [data-protection@ela.europa.eu](mailto:data-protection@ela.europa.eu).

March 2022

**ELA Data Protection Officer**

Bratislava, Slovakia

- Transparency
- Fairness
- Lawful
- Easily accessible
- Clear language

## Right to transparency

Article 14

You have the right to transparency.

This means that you should receive information on how your personal data will be processed by ELA, in a clear, concise, and transparent way. Information on the processing of your personal data will be provided to you in an easily accessible format.

## Right to be informed

Articles 15 and 16

You have the right to be informed of the fact that your personal data is being processed and how.

This includes information on the purpose for which your data is processed, the identity of the controller who processes your data, the categories of data concerned, and to whom data are disclosed, including outside the EU.

## Right to access

Article 17

You also have the right to access your personal data that is processed by ELA.

This means that you can, for example, obtain a copy of the data concerned and some information concerning the processing in your specific case, for instance, the purpose of that particular processing and the recipients to whom your personal information is disclosed.

## Right to rectification

Article 18

If your data is inaccurate or incomplete, you can ask directly to [us](#) to rectify this data.

## Right to be forgotten

Article 19

If your personal data is no longer needed by ELA, if you withdraw the consent you previously gave to the processing of your data, or if the processing operation is unlawful, you can ask directly to [us](#) to erase your personal data.

# In practice...

The exercise of your rights is free of charge.

Before proceeding with your request, when we have reasonable doubts concerning your identity, we may request additional information to confirm your identity.

To speed up your request, we may request additional details about your personal data, to identify the process and databases affected and you may have to wait longer for a response.

If we do not uphold any of your rights, we will explain our reasons in our response and give you details about your right to complain, if you are not satisfied, to the [European Data Protection Supervisor](#)

## Timescale:

Right to be informed: one calendar month.

Right to access: one calendar month.

Right to rectification: If we agree, we will correct it in a maximum of 15 days. If the information we hold is incomplete, you can provide us additional information and, after verification, we will proceed to update/add it as soon as possible.

Right to be forgotten: as soon as possible.

Right to restriction: maximum of 15 days.

Right to data portability: without undue delay.

Right to object: It may not always be possible to meet your objection. Articles 23 and 24 provide examples of legitimate grounds to continue the processing (e.g. necessary for the performance of a contract between us.). If no compelling legitimate grounds to continue the processing, we will proceed with your request in one calendar month.

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## Right to restriction of the processing

Article 20

Under certain circumstances, for example, if you contest the accuracy of the data that ELA is processing about you, or if you are not sure that your data is being processed lawfully, you can ask [us](#) to restrict the processing of your data. This means that we can store your data, but cannot process it in any other way temporarily.

## Right to data portability

Article 22

This right allows you to obtain the data that ELA has about you and to transmit this data from us to another controller.

## Right to object

Article 23

You can object, on compelling and legitimate grounds, to the processing of your data.

## Right to object to automated individual decision-making

Article 24

You have the right to object to a decision based on an automated process, such as profiling, if this may result in legal consequences for you or significantly affect you in a similar way