

[MODEL GENERIC PRIVACY STATEMENT]

NB: TEXT IN RED SHALL BE DELETED

THE TEXT IN RED PROVIDES YOU WITH GUIDANCE ON HOW TO FILL IN THIS TEMPLATE. IT SERVES TO REMIND YOU OF THE LEGAL OBLIGATIONS RELATED TO YOUR ROLE AS DATA CONTROLLER, AS WELL AS TO HELP YOU ADAPT THE STANDARD TEXT SO THAT THE INFORMATION CONTAINED IN THE PRIVACY STATEMENT IS EXTENSIVE AND CORRESPONDS TO THE PARTICULARITIES OF THE RELEVANT PROCESSING OPERATION. AFTER YOU HAVE COMPLETED THE DRAFTING OF THE PRIVACY STATEMENT, YOU SHOULD ERASE THE GUIDANCE TEXT AND MAKE SURE THAT IT DOES NOT APPEAR IN THE FINAL VERSION THAT YOU WILL PROVIDE TO THE DATA SUBJECTS.

As data controller, you are reminded about your obligations in relation to [Regulation \(EU\) 2018/1725 \('the Regulation'\)](#). In particular vis-a-vis the data subjects you need to:

- take appropriate measures to provide any information and any communication to the data subjects in a clear, easily understandable, transparent and concise form, as well as **facilitate for the data subjects to the exercise his or her rights** as indicated in article 14 of the Regulation.
- to **provide the data subjects with all the necessary information** as described in articles 15 and 16 of the Regulation in order to ensure a fair and transparent processing. You must ensure this information is provided to the data subjects at the very beginning of the processing of their personal data.

Therefore, **make the privacy statement available to the data subjects at the outset** when you collect the data directly from them (article 15) or when the data are not collected directly from the data subjects (article 16), you must ensure to communicate it within the time period specified in article 16.3(a)-(c).

It is crucial that you make the privacy statement visible and easily accessible to the data subjects. It should be provided in the most appropriate format and place (e.g. published on the relevant website, provided as part of the online form that the data subjects have to fill in, or in the acknowledgment of receipt when a data subject exercises his/her rights via an email, etc.). You should also ensure that the data subjects are adequately directed towards the privacy statements location in order to become aware of it.

Note also that the information in the privacy statement must be consistent with the relevant sections of the record of the processing operation in the Data Protection Records Register at European Labour Authority. Please verify that the information contained in both documents is the same before submitting the record and privacy statement.

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: ELA call for papers, proposals or ideas

Data Controller: European Labour Authority, *[Name of Unit/sector responsible (entity)]*

Record reference: DPR-ELA-2022-0035

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 call for papers, proposals or ideas", in particular: *[Name of the call]* undertaken by *[indicate the name of the Unit/team, i.e. the organisational entity responsible for the processing like the Unit/Sector which has determined the purpose(s) and the means of the processing of personal data. 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 the Unit/team responsible of the Call i.e. the organisational entity]* collects and uses your personal information to *[explain the purpose of the processing including the possibility to process the data for another compatible purpose]*.

The objective of European Labour Authority ("ELA" or "the Authority") is to contribute to ensuring fair and effective Labour Mobility across the European Union. With its mandate, ELA promotes sharing and disseminating good practices between the Member States, and strives to improve the availability, quality, accessibility and user-friendliness of information regarding rights and obligations offered to individuals, employers and social partner organisations.

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)(d) of Regulation(EU)2018/1725, you have given consent to the processing of your personal data for one or more specific purposes.

The participation to the call is based on a voluntary basis.

In the particular case of the publication of the names of authors of papers/ scientific publications or reports and persons mentioned there, the lawfulness of this process of personal data relies on article 5(1)(a), as the 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 bodies, in particular intellectual property rights.

We do not process **special categories of personal data**, therefore Article 10 of the Regulation does not apply.

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

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

Identification data of the participants:

Gender, name, surname, organisation, position, telephone number, e-mail address, short biography.

Data related to the proposal:

The Authority will accept submission in form of a document explaining and presenting the solutions.

In addition to the main document, abstract, description of the tool/idea, additional materials can be provided such as videos, audios, PowerPoint's presentations or demos of solutions.

Names of authors of scientific publications or reports. Further personal data of the authors mentioned in the publications or reports (such as affiliation, contact details) mentioned in the report in the acknowledgement or citations sections, in line with established practices for scientific publications and reports.

Some of these data may be published on ELA websites, such as names, organization, abstract of the tool proposed. A specific consent will be gathered from the authors/data subjects.

Identification data of the evaluation committee:

Name, Surname, organization, contact details (e-mail, telephone number), function/position, brief description/biography.

The provision of personal data is not mandatory.

5. How long do we keep your personal data?

[The Unit/team organising the Call, 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:

- Personal data of the participants: Maximum of 4 years after the data subject gave his/her consent. After this period, a new consent will be gathered. If no consent is granted, personal data will be deleted.
- Personal data linked to scientific publications and reports cited on ELA websites: are kept as long as the publications and reports are displayed there.
- *[In case you foresee publication of the personal data, indicate this and specify to what extent you will publish personal data.]*
- Personal data related to the evaluation committee: will be deleted 1 year after the proposals are evaluated and the publication of the awarded proposals is publicly available.

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.

[In case you foresee [publication of the personal data](#), indicate this and specify to what extent you will publish personal data.]

The information being published on the ELA websites can be accessed by any person in the world using the Internet or subscribing to Internet notification services.

Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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.

You have consented to provide your personal data to *[Indicate the name of the Unit/team responsible for the Call 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) 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) 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-2022-0035 ELA call for papers, proposals or ideas