

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: ELA communication services

Data Controller: European Labour Authority, Governance Unit, Communications Sector (ELA Communications Sector)

Record reference: DPR-ELA-2023-0009

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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 communication services" undertaken by the European Labour Authority, Governance Unit, Communications Sector (ELA Communications Sector) is presented below.

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

Purpose of the processing operation: The ELA Communications Sector collects and uses your personal information to facilitate the operation, maintenance and management of the services provided by the Communications Team in the Governance Unit of the European Labour Authority (ELA). More specifically, data is collected in order to:

- ensure the preservation, distribution and communication to the public of current audiovisual production as well as the audiovisual heritage (video, audio and photo) of the European Labour Authority
- provide accurate and contextualised information about the media;
- ensure the copyright compliance of archiving and dissemination activities;
- respect legal obligations to the authors and co-operators, in particular their economic and paternity rights;
- facilitate the organisation, operation and promotion of corporate communication campaigns of the ELA;
- enable the Authority the production of anonymized statistics on downloads of material. These statistics will contain aggregated figures for number of downloads of online media, without any personal identification;

The Communications Team of the ELA is in charge of the creation, preservation and dissemination of audiovisual coverage of the activities and policies of the ELA. It offers a wide range of media productions to a variety of institutional and non-institutional users free of charge for EU-related information and education purposes.

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) 2018/1715:

- (a) 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 body.

Legal basis:

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of meetings/events are necessary for the management and functioning of the European Labour Authority, as mandated by the Treaties.

Those provisions are in particular, Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing a European Labour Authority and Regulation (EU) 2016/589 of the European Parliament and of the Council of 13 April 2016 on a European network of employment services (EURES), workers' access to mobility services and the further integration of labour markets, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union.

For the publication of personal data on our website or any of our social media, a specific consent will be requested. Therefore the processing of personal data will be based on Article 5(1)(d) of Regulation, when you have given consent to the processing of your personal data for one or more specific purposes.

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, the ELA Communications Sector collects the following categories of personal data:

Audiovisual services:

Personal data available via audiovisual content that might be broadcasted and/or published on the internet/intranet in the context of the communication activities of the European Labour Authority:

- audio, visual and/or audiovisual recordings of persons
- Identification data: name, surname, nationality, function, signature, contact and location details (postal address, email, phone number, country of residence, IP address, device ID, cookie identifier, login and related metadata)

Communication campaigns:

Personal data of specific campaigns project owners, citizens, beneficiaries, and any other person related to the specific campaign: first name, last name, title, nationality, place of residence, function title, organisation name, phone number, e-mail address, social media account usernames, audio and video recordings of a data subject.

Personal data of stakeholders/citizens provided by the European Union institutions, agencies and/or bodies, Member State representatives, EC Representations, the contractor, local partners, or on publicly available records: first name, last name, function title, organisation name, phone number, e-mail address.

The provision of personal data is mandatory to meet a legal requirement [indicate which in particular]. If you do not provide your personal data, possible consequences are [specify].

For the publication of your personal data on our website or any of our social media:

The provision of personal data is not mandatory.

In most of the cases, we receive your personal data directly from you, but in some cases, we may obtain your personal data from:

- *Other European institutions, agencies and/or bodies*

- *your national, regional or local representatives.*

5. How long do we keep your personal data?

The ELA Communications Sector only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

All personal data collected in the framework of corporate communication campaigns: The data will be kept for a maximum period of **twelve months** after each respective campaign ends.

Data will be automatically deleted at the end of this period (i.e. after each respective communication campaign ends, including the reporting period).

Personal data available via audiovisual content: Selected audiovisual content may be stored for permanent preservation, according to specific retention list in the European Labour Authority.

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 all personal data is provided to the European Labour Authority staff responsible for carrying out this processing operation and, to authorised staff according to the "need to know" principle, and to the contractor's and subcontractor's authorised staff. Such staff abide by statutory, and when required, additional confidentiality agreements.

The general public will only have access to the name, and surname, and – if applicable – job title, other details of their jobs and achievements, as well as any photos or videos created with a prior consent for the purpose of the campaign.

For the purpose of promoting communication activities of the European Union, the ELA may share information about the specific campaign with the European Institutions, agencies and/or bodies, Member States representatives or the general public.

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 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.

For the publication of your personal data on our website or any of our social media:

You have consented to provide your personal data to ELA Communications Sector 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:

communications@ela.europa.eu

- 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-2023-0009 ELA communication services.