

## PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** EURES data and on-line job vacancies/advertisement analysis

**Data Controller:** European Labour Authority, Information and EURES Unit

**Record reference:** DPR-ELA-2023-0027

### **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 "EURES data and on-line job vacancies/advertisement analysis" undertaken by the European Labour Authority, Information and EURES Unit is presented below.

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

Purpose of the processing operation: The European Labour Authority, Information and EURES Unit collects and uses your personal information to better understand and improve the data quality of its database. For this purpose, the Information and EURES Unit will collaborate with the European Centre for the Development of vocational training ([CEDEFOP](#)) to analyse the data from online job advertisements (OJA) through the CEDEFOP online web tool for OJA data dissemination ([SkillsOVATE](#))<sup>1</sup>.

Even though the data related to online job advertisement in the EURES portal should not contain personal data, there is a minimum risk that some of the data inserted in the free text categories (job description and benefits, job title and role) may contain personal data due to an error of the agent encoding the data (interoperability contact person, IOC/EURES Advisers).

This record aims to cover this remote scenario of transferring non-detected personal data.

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)(a) of Regulation(EU) 2018/1725, 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:**

**ELA Regulation :** Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing a European Labour Authority.

**EURES Regulation:** Regulation (EU) 2016/589 and in particular its Chapter III, defines the purposes of the processing, namely to enable matching of job vacancies with CVs/Jobseeker profiles and sets out general conditions for the processing.

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<sup>1</sup> SkillsOVATE is a project managed under the responsibility of the Department for VET and Skills at Cedefop, and the data production is organised under the umbrella of Eurostat's Web intelligence hub based on a Cedefop-Eurostat partnership.

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 European Labour Authority, Information and EURES Unit collects the following categories of personal data:

**For administrative reasons:**

ELA Staff (contact points for Cedefop) and Cedefop Staff (contact points for ELA)

Name, surname and contact details (e-mail and telephone)

**For business processing:**

Any personal data revealed by mistake. The cases detected so far, contained contact details such as e.g. personal e-mail, telephone and/or name of the contact person to be contacted for a specific job vacancy.

The provision of personal data is mandatory to meet our objectives: EURES Regulation. If you do not provide your personal data, we will not be able to perform effectively our tasks.

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

The European Labour Authority, Information and EURES Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

Personal data related to administrative tasks	As long as the collaboration between the Agencies exists or the contact person is replaced.
Personal data related to the concrete business	As soon as the data is analysed by Cedefop, personal data (if any) will be disregarded.

**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.

All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.

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.

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 Data Controller, 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:

[eures@ela.europa.eu](mailto:eures@ela.europa.eu)

### **- 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-2023-0027 EURES data and on-line job vacancies/advertisement analysis.