

## PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** Reimbursement of experts and candidates through AGM

**Data Controller:** The European Labour Authority, Resources Unit, Human Resources Sector (ELA HR Sector)

**Record reference:** DPR-ELA-2023-0028

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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 "Reimbursement of experts and candidates through AGM" undertaken by the European Labour Authority, Resources Unit, Human Resources Sector (ELA HR Sector) is presented below.

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

Purpose of the processing operation: ELA HR Sector collects and uses your personal information to organise meetings and manage the reimbursement of expenses incurred by participants and experts invited by the Authority through a specific tool: [Advanced Gateway to your Meetings](#) (AGM) owned by the European Commission, Administration and Payment of Individual Entitlements (PMO).

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) 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;

AND

(b) processing is necessary for compliance with a legal obligation to which the controller is subject.

Legal basis:

- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, (hereafter "the Financial Regulation") in particular: Articles 160-179 for the procurement procedures. In addition, financing decisions form part of the legal basis for a processing operation, where applicable, in line with Article 110 of the Financial Regulation.

- Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing a European Labour Authority.
- Decision No 21/2020 of 15 December 2020 of the Management Board on ELA's Financial Rule.

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 HR Sector collects the following categories of personal data:

- First name and surname
- Email address
- Unique identifier used by the European Commission's Authentication Service (EU Login ID)
- Information on the transport expenses of reimbursable participants
- Information on the subsistence expenses of reimbursable participants
- The data in the legal entity form (e.g. ID document, private or professional address of the reimbursable participant, etc.). The data in the bank account form of the reimbursable participant (account number, name of account holder and any other information needed to identify the account to which payment is to be made)
- EU Login data

Through AGM it is also possible to process the first name, surname, email address, EU Login and login data of the meeting assistants in charge of organisation and the ELA's financial officers responsible for making the reimbursements.

There is no reference in the personal data to ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual orientation.

The provision of personal data is mandatory to meet a statutory requirement: Staff and Finance Regulation. If you do not provide your personal data, we will not be able to comply with our legal obligations.

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

The ELA HR Sector only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 7 years from the reimbursement of the expenses.

#### **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](#).)

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 (HR and Finance Sector) 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 European Commission, Administration and Payment of Individual Entitlements (PMO) is a recipient in this process. This specific process has been covered by record: “[DPR-EC-01141 Information system supporting the organization of meetings](#)”.

The European Commission’s technical staff or the IT service provider has access to the system data for the purpose of resolving any technical issues.

Line managers, authorising officers by delegation and/or subdelegation in ELA will have access to the tool. The tool is linked to Speedwell, covered in ELA by record “DPR-ELA-2023-0013 Speedwell”.

Investigation and control bodies also receive data: IAS, IAC, OLAF, IDOC.

**Outside the organisation**, your personal data are (or may be) transferred to:

- the Court of Auditors, the European Ombudsman and the EDPS

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 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.

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:

[recruitment@ela.europa.eu](mailto:recruitment@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-2023-0028 Reimbursement of experts and candidates through AGM.