

## PROTECTION OF YOUR PERSONAL DATA

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

### Training on First Aid in the European Labour Authority

**Processing operation:** Organisation and management of mandatory trainings on health and safety for ELA Staff

**Data Controller:** The European Labour Authority, Resources Unit

**Record reference:** DPR-ELA-2023-0029

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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 "*Organisation and management of mandatory trainings on health and safety for ELA Staff*" undertaken by the ELA Resources Unit is presented below.

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

Purpose of the processing operation: The Resources Unit collects and uses your personal information to organise specific training on **First Aid at work**.

The European Labour Authority (ELA) will provide a basic on-line First Aid training for each interested employee and established a specific group of First Aiders and Evacuation Stewards among its Staff Members.

To perform these activities, the ELA Resources Unit will need to collect and process personal data. The main purpose of the processing of personal data is the management and administration of the specific training programme above mentioned, provide certification and follow up on the continuity of the training over the years.

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 specific purpose.

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 Resources Unit collects the following categories of personal data:

### ELA Staff

- Name, surname and email address, certificate.

External contractor:

- Name, surname, email address and company as contact point(s) to organise the training.

The provision of personal data is not mandatory.

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

The Resources Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 5 years.

According to the ELA filing plan and specific retention list: ELA.6.5.3 Human resources management > Performance and career development > Staff learning and development the files related to staff learning and development (training plans, appraisal reports, etc.) can be kept for 5 years.

**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.

ELA HR Sector will have access to all data categories and the Head of Resources Unit and staff in Resources Unit on a need to know basis.

The staff from the external company entitled to provide education and training on a need to know basis.

*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 the ELA Resources Unit 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:

[resources@ela.europa.eu](mailto:resources@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-2023-0029 Organisation and management of mandatory trainings on health and safety for ELA Staff.