

## PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** ELA parking spaces management

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

**Record reference:** DPR-ELA-2022-0039

### 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 parking spaces management" undertaken by European Labour Authority, Resources Unit is presented below.

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

Purpose of the processing operation: European Labour Authority, Resources Unit collects and uses your personal information to ensure the management of parking spaces in ELA's premises (Landererova 12, Bratislava, Slovakia) and /or Tower 115 compound where the European Labour Authority (ELA) is responsible for its use via a specific agreement.

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.

In some specific cases, we will process **special categories of personal data**, Article 10 of the Regulation applies. In particular: health data. In this case, we process this type of special category of data, lawfully, according to Article 10(2)(a), you have given explicit consent to the processing of those personal data for one or more specified purposes, except where Union law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

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

In order to carry out this processing operation European Labour Authority, Resources Unit collects the following categories of personal data:

### **ELA Staff:**

Name, Surname, vehicle/car plate number and category applying for:

- Executive Director/Head of Unit
- Personal need: self-declaration
  - Reduced mobility
  - Social/medical condition (e.g. person taking care as a single parent for a child under the age of 14 and/or a member with disability in his/her household, pregnant)

- Carpooling/car sharing: declaration of intention mentioning the name and surname of colleague(s) with whom will be travelling, date and signature
- Years of service: initial date of contract
- Interest of service

Comments/Additional information

**Visitors:**

Name and surname, vehicle/car plate number, dates and duration of the visit, receiving ELA Staff member.

The provision of personal data is not mandatory.

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

European Labour Authority, Resources Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 3 months after the assignation/non assignation of the space. A three month policy will be implemented in order to set a fair assignation of the parking space. The processing starts with the application of the person, before the assignation of the parking space.

**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.

ICT and Facilities Team is responsible for implementing the policy, processing applications and assigning the parking places to ELA Staff.

Line Manager is responsible for validating requests for parking in case of personal need.

Head of HR Sector is responsible for validating the request for personal need and years of service.

Owner of the building and building management will only receive the vehicle/car plate number.

**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 European Labour Authority, 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-2022-0039 ELA parking spaces management.