

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** Specific trainings on ELA Capacity building

**Data Controller:** European Labour Authority, Cooperation Support Unit, Capacity Building Sector

**Record reference:** DPR-ELA-2022-0049

### **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 'Specific trainings on ELA Capacity building' undertaken by the European Labour Authority, Cooperation Support Unit, Capacity Building Sector is presented below.

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

Purpose of the processing operation: The European Labour Authority, Cooperation Support Unit, Capacity Building Sector collects and uses your personal information to promote specific trainings related to ELA's activities in order to strengthen cooperation and exchanges among EU Member States and ELA's interaction with national administrations.

In particular, the Cooperation Support Unit operates as the Authority's training and learning hub aiming to achieve high levels of professionalism and depth of expertise in the Authority's workforce in road transport, labour administration and labour inspection, mediation and soft skills. It also reaches out to the broader community of stakeholders, labour mobility specialists, academia and society in general for organising activities on labour market dissemination and awareness.

Dealing with trainers/speakers/moderators will involve handling personal data.

Training and learning activities are organized by liaising with external and internal training providers and/or external organisations.

The trainers/speakers/moderators can be internal ELA staff members or external providers. Speakers from external service providers or organisations could be contacted to plan the specific objectives and description of the training sessions.

Activities can take place both inside and outside the Authority. The activities will be advertised by ELA. The training sessions may be recorded on video, edited and uploaded on ELA systems, and in the ELA Social Media.

Interpretation will be provided with the use of specific tools. Privacy Statement of these tools apply.

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 the Regulation (EU) 2018/1725, you have given consent to the processing of your personal data for one specific purpose, specified above.

Video of the workshop dedicated to the road transport of passengers of the speakers, organisers, interpreters (audio) and participants, will be recorded and published on the internet (i.e. ELA's YouTube channel) and attention will be given to these recordings through ELA's social media channels and PR materials. The video recordings will be edited before publication to ensure that personal data will not be published online.

Specific instructions will be provided at the beginning of the session in order to explain the data subjects the process of their personal data.

Some parts of the recording could be modified/cut out in order to avoid the processing of personal data that is not strictly needed (i.e. discussions, chat, sessions of Q&A).

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, Cooperation Support Unit, Capacity Building Sector collects the following categories of personal data:

- Name, Surname, title, name of organisation represented, e-mail address, Member state. Reports, PowerPoint presentations or relevant documentation used during meetings can be collected and shared with meeting participants.
- Specific consent for the trainers (when external to ELA) to be recorded/and interpreters related to their voice.
- Also live web streaming and/or audio and video recording of speakers and participants can be registered and published and/or shared in the framework of the ELA activities.
- In some cases, third party IT tools, including Social Media (to be specified in the Privacy Statement by the organiser).
- For digital events, the data protection records for the relevant tools and platforms apply.

The provision of personal data is not mandatory.

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

The European Labour Authority, Cooperation Support Unit, Capacity Building Sector only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- Data categories related to the participants: will be kept for maximum **one year** after the workshop dedicated to the road transport of passengers before being deleted.
- Training material (audiovisual material) The edited versions without personal data form participants (only image of the trainers and audio of the interpreters) will remain published on the internet as long as it is still valid from an educational point of view.

#### **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.

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 European Labour Authority, Cooperation Support Unit, Capacity Building 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:

[cooperation-nlos@ela.europa.eu](mailto:cooperation-nlos@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-2022-0049: Specific trainings on ELA Capacity building.