

## PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** Use of personal data for safety and security reasons at ELA

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

**Record reference:** DPR-ELA-2022- 0040

### 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 “:Use of personal data for safety and security reasons at ELA” undertaken by the European Labour Authority, Resources Unit is presented below.

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

Purpose of the processing operation: ELA Resources Unit collects and uses your personal information to ensure the health and safety of ELA staff.

The European Labour Authority (ELA) will collect personal data to ensure the integrity of ELA premises, safety and security of ELA staff and business continuity in line with the relevant legal requirements that the ELA is subject to.

Personal data will be also collected to establish contingency plans applicable in crisis situations including emergencies such as fire, explosion, contamination, irradiation of persons or loss of electrical power, etc.

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;

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

Legal basis:

- Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing a European Labour Authority;
- Staff Regulations: Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community;
- Slovak National legislation

We process **special categories of personal data**, therefore Article 10 of the Regulation applies. In particular, we may process health data because:

(a) you have given explicit consent to the processing of your 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;

(c) the processing is necessary to protect your vital interests or vital interest of another person where the data subject is physically or legally incapable of giving consent.

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

In order to carry out this processing operation ELA Resources Unit collects the following categories of personal data:

##### **ELA Staff**

Name, Surname, contact details: office number, function, telephone and email, presence/absence in the office.

Staff private phone numbers may be processed in case of an incident or the person is reported missing.

##### **ELA Fire Marshalls**

Name, Surname, trainings performed, report in case of an incident, signature.

If an incident occurs, personal data, including health data, related to that incident may be collected in order to provide the appropriate support to the data subject.

The provision of personal data is mandatory to meet a statutory and legal requirement: ELA Regulation and Staff Regulations. If you do not provide your personal data, we will not be able to fulfil our responsibilities.

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

ELA Resources Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- Personal data Staff: the list of staff present in the office is dynamically generated as people enter and leave the building. The list sent to the fire Marshall is only valid for the day of the event and thereafter the Fire Marshall should delete the email from their system when the incident finishes.
- Personal data related to Fire Marshalls As long as the staff is performing this task.
- Personal data related to a possible incident: will be deleted after 6 months, if there is no need to keep it for audit trial purpose or for the establishment, exercise or defence of legal claims.

#### **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.

*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 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.

In case of special categories of personal data, we may collect your data because you have given your explicit consent, in that case:

You have consented to provide your personal data to 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-2022- 0040: Use of personal data for safety and security reasons at ELA.