

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** ELA call for papers, proposals or ideas

**Data Controller:** European Labour Authority, Governance and Coordination Unit

**Record reference:** DPR-ELA-2022-0035

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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 "ELA call for papers, proposals or ideas", in particular: Call for Papers - Conference on Innovative Technological Tools and Solutions undertaken by Governance and Coordination Unit is presented below.

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

Purpose of the processing operation: Governance and Coordination Unit collects and uses your personal information to receive proposals from companies or individuals who are willing to potentially present and discuss them in this ELA Conference for digital tools in labour mobility, which will take place in the Q4 2023.

The objective of European Labour Authority ("ELA" or "the Authority") is to contribute to ensuring fair and effective Labour Mobility across the European Union. With its mandate, ELA promotes sharing and disseminating good practices between the Member States, and strives to improve the availability, quality, accessibility and user-friendliness of information regarding rights and obligations offered to individuals, employers and social partner organisations.

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.

The participation to the call is based on a voluntary basis.

In the particular case of the publication of the names of authors of papers/ scientific publications or reports and persons mentioned there, the lawfulness of this process of personal data relies on article 5(1)(a), as 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 bodies, in particular intellectual property rights.

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 Governance and Coordination Unit collects the following categories of personal data:

**Identification data of the participants:**

Gender, name, surname, organisation, position, telephone number, e-mail address, short biography.

**Data related to the proposal:**

The Authority will accept submission in form of a document explaining and presenting the solutions.

In addition to the main document, abstract, description of the tool/idea, additional materials can be provided such as videos, audios, PowerPoint's presentations or demos of solutions.

Names of authors of scientific publications or reports. Further personal data of the authors mentioned in the publications or reports (such as affiliation, contact details) mentioned in the report in the acknowledgement or citations sections, in line with established practices for scientific publications and reports.

Some of these data may be published on ELA websites, such as names, organization, abstract of the tool proposed. A specific consent will be gathered from the authors/data subjects.

**Identification data of the evaluation committee:**

Name, Surname, organization, contact details (e-mail, telephone number), function/position, brief description/biography.

The provision of personal data is not mandatory.

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

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

- **Personal data of the participants:** Maximum of 4 years after the data subject gave his/her consent. After this period, a new consent will be gathered. If no consent is granted, personal data will be deleted.
- **Personal data linked to scientific publications and reports cited on ELA websites:** are kept as long as the publications and reports are displayed there.
- **Personal data related to the evaluation committee:** will be deleted 1 year after the proposals are assessed and the publication of the most relevant proposals is publicly available.

#### 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 being published on the ELA websites can be accessed by any person in the world using the Internet or subscribing to Internet notification services.

*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 Governance and Coordination 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:

[digitalisation@ela.europa.eu](mailto:digitalisation@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-2022-0035 ELA call for papers, proposals or ideas.