

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** Personal Data on ELA Corporate Web Presence

**Data Controller:** The European Labour Authority, Governance and Coordination Unit, Communication Sector (ELA Communication Sector)

**Record reference:** DPR-ELA-2022-0027

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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 "Personal Data on ELA Corporate Web Presence" undertaken by the European Labour Authority, Governance and Coordination Unit, Communication Sector (ELA Communication Sector) is presented below.

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

Purpose of the processing operation: The ELA Communication Sector collects and uses your personal information for the management of the European Labour Authority (ELA) main website.

The ELA main website offers various types of content aimed at informing the general public about the work of the ELA, ranging from general information, news, events, background information, official documents, policy information, links to specialised tools and applications. The ELA main website also aims to engage with users. Users can contact specific ELA staff through individual or functional mailboxes. Contacting ELA staff through a mailbox will activate web visitor's email software to send requests and comments to a specific mailbox.

Users can also access tools to opt-in to take part in surveys and/or register for events. In both cases, specific privacy statements apply for each such opt-in, outside the website.

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

OR

(d) you have given consent to the processing of your personal data for one or more specific purposes.

We may process **special categories of personal data**, therefore, Article 10 of the Regulation applies. In particular, we may collect **trade union membership** information.

We process special categories of personal data indicated in Section 4, because:

(a) the data subject has 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;

(b) the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law insofar as it is authorised by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

(e) the processing relates to personal data which are manifestly made public by the data subject;

(g) the processing is necessary for reasons of substantial public interest, on the basis of Union law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

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

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

**ELA Management Board:** name, last name, organisation, address of organisation, position in organisation, country.

**ELA senior management:** name, last name, (academic/job) title, function, personal bio and CV, publications, ELA unit, work email address, work phone number, personal picture, and any other information the data subject chooses to publish.

Consent form of ELA staff to use personal data on the website.

#### **Experts of the Stakeholder Group and different Working Groups:**

Name, last name, country/delegation, status (member/alternate), affiliation/organisation).

Meetings and related documents may be published. The specific privacy statements of the different working groups will apply.

**Representatives of organisations, self-employed individuals and their collaborators/employees present at meetings with the ELA Executive Director:** name, last name, organisation, date and title of the event and minutes. The specific privacy statement will apply.

Any other person who is related to the ELA work and may therefore be referenced in ELA publication and content on the ELA main website.

The provision of personal data is mandatory to meet a statutory/ contractual requirement. If you do not provide your personal data, we will not be able to fulfil our obligations as public organisation.

In some specific cases, the consent for the publication of your personal data will be specifically gathered. For these cases, a specific consent form will be sent for your approval. In these cases, the provision of your personal data will not be mandatory.

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

The ELA Communication Sector only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely during the mandate as representative of the respective Member States/EU Institution/Organisation.

Once the member is no longer performing these activities, his/her personal data (described under the identification data) will be deleted.

If publication of personal data is based on your consent, the specific consent form will inform you about specific retention period applicable for the processing.

## **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](#).)

All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.

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 the general public.

**Published website (front-end) and Content management system (CMS, back end):** Any website visitor who can access the published information entered into the content management system (CMS).

ELA staff with access to the content management system (CMS) do not have access to any other personal data than that published on the website. When it comes to other personal data such as cookies and IP addresses related to website visits, ELA staff with access to the CMS does not have access to such data, but only to aggregated data via Europa Analytics

The European Commission will have access to the cookies' information but only aggregated data is shared with ELA staff on a need to know basis.

### **For e-mails:**

The visitor's own email programme opens an email window when the user decides to send an email to the ELA. This process will be covered by Record DPR-ELA-2022-0006 "[External complaints in the field of European labour mobility](#)".

In some specific cases, the consent for the publication of your personal data will be specifically gathered. For these cases, a specific consent form will be sent for your approval. In these cases, the provision of your personal data will not be mandatory.

## **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.

You have consented to provide your personal data to the ELA Communications 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:

Data subjects can always request the deletion of their data by contacting the controller at [compliance@ela.europa.eu](mailto:compliance@ela.europa.eu).

Data subjects can contact the ELA to be informed about its data protection rights at [data-protection@ela.europa.eu](mailto:data-protection@ela.europa.eu).

Data subjects can request additional information about the Authority or its activities at [info@ela.europa.eu](mailto:info@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-2022-0027 Personal Data on ELA Corporate Web Presence.