

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Speedwell

Data Controller: European Labour Authority, Resources Unit, Finance & Procurement Sector (ELA Finance Sector)

Record reference: DPR-ELA-2023-0013

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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 'DPR-ELA-2023-0013 Speedwell' undertaken by the ELA Finance Sector is presented below.

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

Purpose of the processing operation: The ELA Finance Sector collects and uses your personal information to ensure the workflow advancement of financial transactions relating to the administrative/operating budget and replace paper files. As such, Speedwell is currently being used by ELA to proceed with:

- all invoice and payment transactions,
- all budgetary commitment transactions, and
- all de-commitment transactions.

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) Regulation(EU) 2018/1725, 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.

We process **special categories of personal data**, therefore Article 10 of the Regulation applies. In particular, we process **health related data**. In limited transactions, the **health-related data concerning children of staff** can be processed. They will be marked as confidential.

Salary slips are also treated as confidential, therefore limited access is granted for specific staff on a need to know basis.

For those data, we process it according to Article 10(2)(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.

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

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

- Name (first name, family name, previous family name);
- Gender, nationality, title, function;
- Contact information (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address);
- Bank account reference (IBAN and BIC codes);
- VAT number, national insurance number;
- ID card/Passport number and personal number;
- Place and date of birth;
- Other personal data contained in CVs (expertise, technical skills and languages professional experience including details on current and past employment).
- Budget line
- Salary slip
- Legal Entity Form (LEF) and Bank Account Form (BAF)
- Relevant workflow for each reimbursement, payment, commitment or decommitment)

In limited transactions, the **health data related to children** of staff can be processed.

All data are kept centrally by the European Commission. The data is covered by the following records:

- [DPR-EC-00301: Registration of Legal Entity and Bank Account records in the central EC Accounting System](#)
- [DPR-EC-04410: Entry of a Data Subject in the Early Detection and Exclusion System \(EDES-DB\)](#)

The provision of personal data is mandatory to meet a *statutory* requirement, in particular ELA Financial Regulation. If you do not provide your personal data, we will not be able to efficiently process relevant transactions.

5. How long do we keep your personal data?

The ELA Finance Sector only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for a period of **5 years** following the discharge of the financial exercise. *The discharge of the financial exercise generally takes place 2 years after the financial year (personal data is thus retained as a rule for a total of 7 years);*

Or until the end of a possible audit if it started before the end of the above-mentioned period. *In this case, the specific record 'DPR-ELA-2022-0025 ELA process of personal data related to internal and external audits' will apply.*

According to the ELA filing plan and specific retention list, Title 5.3 Budget implementation and accounting, 5 years is the maximum retention period. In particular:

- ELA.5.3.1 Budget reporting: Files including reports on budget implementation: **5 years**
- 5.3.3 Management of accounts: Files covering the management of general accounts, bank accounts and payments, annual accounts, imprest accounts, debts, cash management and the validation of accounting systems: **5 years**
- ELA.5.4 Budget discharge Files related to the discharge given by the European Parliament: **5 years**

- ELA.5.5 Financial circuit Files related to the setting up and implementation of the financial circuit: appointment of authorising officers by delegation, financial initiators, verifiers, evaluation of financial circuits, etc.: **5 years**.

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.

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.

In particular:

ELA staff on a need to know basis will be granted access to the tool. They have to followed a specific training on the tool and also if they are appointed as financial agent. They will just have access to the reimbursement related to their functions/groups/Sector/Unit.

ELA staff from the Finance Sector will all, in principle, have access to all data categories, with the exception of confidential operations.

[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.

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:

ela-finance@ela.europa.eu

- The Data Protection Officer (DPO) of ELA

You may contact the Data Protection Officer (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) 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-2023-0013 Speedwell.