

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: ELA job descriptions

Data Controller: European Labour Authority, Resources unit, Human Resources Sector (HR Sector)

Record reference: DPR-ELA-2024-0021

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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 job descriptions*" undertaken by Human Resources Sector (HR Sector) is presented below.

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

Purpose of the processing operation: HR Sector collects and uses your personal information to support and facilitate the management of staff and workforce in SYSPER which is an integrated information system for the management of human resources in the European Commission (and other European institutions).

Through job descriptions, HR Sector aims to:

- provide a clear and detailed outline of the roles and responsibilities associated with a particular position, and
- ensure consistency within units and across the organization, aligning with strategic objectives in cooperation with management

In particular, job descriptions define the job profile, including the functions and duties to be carried out, job requirements such as experience and competencies, language skills required, and the job environment.

As ultimate step, a job description is associated to a job holder and this refers to personal data. This record aims to cover this process of personal data.

Your data will be used for an automated decision-making, including profiling, using SUSPER module. Exports from SYSPER JIS in pdf format may be generated and stored by the staff member, their line manager and HR. SYSPER databases and servers are hosted in the Data Centre of the European Commission. The SYSPER servers are accessible through a web-based application. The maintenance of the SYSPER databases and servers is ensured by the European Commission.

Since SYSPER 2 is a tool managed by the European Commission, DG HR and DG DIGIT maintain the system and provide technical support, acting as processors in this specific process.

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

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

Article 5 (4) of the Staff Regulations reads as follows (applicable by analogy to temporary and contract staff under Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union):

Article 5 (4) of the Staff Regulations:

“A table showing types of posts is given in Annex I, Section A. By reference to that table, the appointing authority of each institution may define in more detail the duties and powers attaching to each type of post after consulting the Staff Regulations Committee”.

Therefore, ELA may define in more detail the duties and powers attaching to each type of post.

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 HR Sector collects the following categories of personal data.

The job description as such refers to the role in the organization, and describes in particular:

- purpose of the position,
- domain it relates to,
- functions and duties,
- experience needed to perform the role and
- job environment.

The role is then associated with a job holder, for which the job holder name and job title are specified.

ELA HR Sector collects the data of the staff members (active, non active and retired) covered by the Staff Regulation and the conditions of employment of other servants of the European Union. Namely:

- Officials of the European Labour Authority;
- Temporary agents;
- Contractual agents;
- Former staff members on termination of service (pension, end contract, etc).

The provision of personal data is mandatory to meet a *legal* requirement [Article 5 (4) of the Staff Regulations]. If you do not provide your personal data, we won't be able to *provide a clear and detailed outline of the roles and responsibilities associated with a particular position, and ensure consistency within units and across the organization, aligning with strategic objectives in cooperation with management.*

5. How long do we keep your personal data?

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

All data categories	As long as the job holder continue in the position. A change in the position will be immediately delimited and a new JD created for the new position of the job holder. If the same position is taken
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	over by a new job holder a new copy of the JD is created and uniquely associated to the new holder without visibility on previous job holders of the same position.
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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.

For the servers in the European Commission:

The Data is stored and hosted by the DIGIT Data Center and meets the DG DIGIT security standards. 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 the personal data, the Commission has put in place a number of technical and organisational measures. 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?

Internal to organisation:

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.

Editing job descriptions in SYSPER is only available for line managers and HR.

For the jobholder the job description becomes visible in SYSPER once it is approved. Also the Executive Director will see all the data categories and Head of Units the staff they are responsible of. Head of Sectors may have access to the staff in their Sector if this is delegated from the Head of Units.

External to organisation:

European Commission (DG HR or DG DIGIT)

IT external contractors

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 further 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.

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:

hr@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-2024-0021 ELA job descriptions*.