

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: ELA Digitalisation Promotion Group – CIRCABC Interest group

Data Controller: *Governance and Coordination Unit - Governance and Outreach Sector*

Record reference: DPR-ELA-2024-001

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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 Digitalisation Promotion Group" undertaken by **Governance and Coordination Unit - Governance and Outreach Sector** is presented below.

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

Purpose of the processing operation: **Governance and Coordination Unit - Governance and Outreach Sector** collects and uses your personal information to create collaborative spaces with the European Labour authority's stakeholders, namely IT experts, IT decision makers and other relevant IT related profiles from Member States and national authorities, providing them with an easy, well proven and secure content sharing service for commonly request materials, thus providing a more effective and efficient service to the profiles mentioned earlier.

CIRCABC (Communication and Information Resource Centre for Administrations, Businesses and Citizens) is a web-based service provided by the European Commission that is also used in the European Labour Authority to create collaborative workspaces. It is divided into categories and interest groups, allowing members in those groups to share information and resources such as meeting documents, agendas, meetings summaries and recordings or presentations delivered during specific meetings.

The collected personal data shall only be used for managing memberships or contacting members of the specific interest Groups for which the member has requested and been granted access by the interest group administrator.

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

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 - Governance and Outreach Sector** collects the following categories of personal data:

- *Identity: Username (mandatory), First name, Last name, Email address*
- *Documents shared (File history: creator, date and metadata)*

- *Interest Group(s)*
- *Access profile, Role (s), Calendar*
- *Members of the group*
- EU Login. This data provides a common way for users to register or be registered for access to a number of different European Institutions' information systems or services through this service developed by the European Commission. This process is covered by Record "DPR-EC-03187 - Identity & Access Management Service (IAMS)" and the purpose is to manage user populations and their rights in the context of IT systems. The main purpose is to ensure the appropriate level of security is applied in a consistent fashion across Commission IT services with the ability to identify the user of the service, authenticate that user, and / or determine his or her authorisations and roles within the context of their service.

The provision of personal data is not mandatory, but if you accept to be part of the "ELA Digitalisation Promotion Group" this information will be available for the rest of the members of this specific group.

5. How long do we keep your personal data?

Governance and Coordination Unit - Governance and Outreach Sector only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for a maximum of **one year** since a user does not belong to any active group (a group with no activity for 5 years becomes inactive).

Each group leader can decide to delete the data before the above mentioned time period.

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 Commission, the European Labour Authority and/or of its contractors.

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 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.

Access to your data is also granted to:

Outside the organisation:

EC Category administrators: administer (create, manage, delete) Groups set in their category. Typically, at the European Commission, there is one category per DG or agency. They may grant or revoke membership of any interest group in their category.

Internal to the organisation:

CIRCABC administrators: administer every category of Group

Group Leaders: they manage documents and users in their groups. They may grant or revoke membership; they may contact users for purposes of their service.

Member managers: they only administer the directory service of their interest group. They grant or revoke membership. They may modify members' access rights in the interest group.

CIRCABC is an open platform, therefore, data recipients can be physical or legal person of all types. All data recipients can potentially (depending on the user access level) access to identity and contact information of other users.

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 the European Labour Authority 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 and governance@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: CIRCABC at the European Labour Authority.