



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 Good Practices supporting the exchange of good practices and knowledge among Member States

Data Controller: European Labour Authority, Cooperation Support Unit (ELA COP Unit), Capacity Building Sector

Record reference: DPR-ELA-2025-0006

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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 "*Call for Good Practices*", undertaken by European Labour Authority, Cooperation Support Unit (ELA COP Unit), Capacity Building Sector, is presented below.

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

Purpose of the processing operation: European Labour Authority, Cooperation Support Unit (ELA COP Unit), Capacity Building Sector, collects and uses your personal information to contribute to ensuring fair labour mobility across the Union and assist Member States and the Commission in the coordination of social security systems within the Union. To that end, ELA is launching a Call for Good Practices as part of the good practice collection exercise with the aim to collect good practice examples on various areas in which ELA is operational.

The main purpose of this call is to promote the exchange, dissemination and uptake of good practices and knowledge collected between Member States in line with the recital 11 of the ELA founding Regulation.

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 his or her 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 European Labour Authority, Cooperation Support Unit (ELA COP Unit), Capacity Building Sector, collects the following categories of personal data:

Personal data: Name, family name, email address, job title/position, organization (name, address, website).

Consent form authorization, dated and signed.

Publication of some of the personal data, within the provision of good practice, may be done in the publication of good practices in the good practice library on ELA's website or as part of the

communication activities of ELA. In case we want to publish some of your personal data, specific consent will be gathered.

Personal data provided as part of a good practice submission may be published as part of the information on recognised good practices in the ELA Database of Good Practices and may be used in ELA's related communication activities. Such publication forms an integral part of the selection and dissemination of good practices under ELA Calls for Good Practices.

5. How long do we keep your personal data?

European Labour Authority, Cooperation Support Unit (ELA COP Unit), Capacity Building Sector, only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

Personal data published: Name, surname, job title/position, organisation related to good practice: 5 years. A specific consent will be provided to the data subject to inform him/her and gather his/her consent.

Following ELA filing plan and specific retention list of 27 May 2021, in particular ELA.7 Communication management> ELA.7.3 Publication and websites> ELA.7.3.2 Files with final publications and studies, personal data will be deleted or anonymised 2 years after the reception of the raw data from the external contractors (processors) to ELA.

External processors will delete all personal data related to this research project at the moment of the transmission of the data to ELA.

Identification data will be deleted in 2 years. Before these two years, the experts will be contacted by ELA in order to request their consent to be included in ELA. This process will be covered by Record "DPR-ELA-2022-0024 ELA Contact lists & network partners databases".

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.

In case the raw data is collected from the external contractor, only authorized staff from ELA COP Support unit, Capacity Building Sector, will have access to the raw data.

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.

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 the European Labour Authority, Cooperation Support Unit (ELA COP Unit), Capacity Building 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 (capacity@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.elo.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-2025-0006 ELA Good Practices Database.