



DATA PROTECTION REGISTER

LEGAL NOTICE

This document contains the register of records of processing activities carried out under the responsibility of the European Labour Authority ("ELA"). In the interests of transparency, the register is made publicly available pursuant to Article 31(5) of 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This register provides a general overview of ELA's personal data processing activities. It should be read together with the relevant privacy statement(s) and dedicated records, which provide more detailed information to data subjects in accordance with Regulation (EU) 2018/1725.

The information contained in this register is kept under regular review and updated as necessary to reflect changes in ELA's processing activities and the implementation of Regulation (EU) 2018/1725. During this process, certain information may temporarily be subject to revision. ELA therefore apologises for any inconvenience this may cause.

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For further information or clarification regarding this register, please contact ELA's Data Protection Officer at data-protection@ela.europa.eu.

Short List of Records of Processing Activities

This contents list provides a concise overview of the DPR records published on ELA's public privacy policy webpage. Linked privacy statements, dedicated records and other supporting documents should be consulted separately for further details through the [official ELA register webpage](#).

2022	
REFERENCE NUMBER	PROCESSING ACTIVITY
DPR-ELA-2022-0001	Register of personal data breaches in the European Labour Authority
DPR-ELA-2022-0002	Handling request for access to documents lodged under Decision No 8/2020 of 24 April 2020 of the Management Board laying down the rules for applying Regulation (EC) 1049/2001 with regard to European Labour Authority documents
DPR-ELA-2022-0003	Managing award procedures for procurement and the execution of contracts
DPR-ELA-2022-0004	Monitoring, investigative, auditing and consultative activities of ELA Data Protection Officer
DPR-ELA-2022-0005	Processing of personal data within the framework of the Headquarters Agreement between ELA and the Government of the Slovak Republic: VAT Refund
DPR-ELA-2022-0006	External complaints in the field of European labour mobility
DPR-ELA-2022-0007	Social services for ELA staff & family members
DPR-ELA-2022-0008	ELA access control, CCTV system and parking cards
DPR-ELA-2022-0009	European Network of Employment Services (EURES) (jobseekers and employers)
DPR-ELA-2022-0010	Selection and recruitment of staff, interimaire, Seconded National Experts (SNEs), National Liaison Officers (NLOs), and trainees
DPR-ELA-2022-0011	Email system at the European Labour Authority
DPR-ELA-2022-0012	ELA Microsoft Office 365 environment
DPR-ELA-2022-0013	European Job Days
DPR-ELA-2022-0014	ELA mediation activities
DPR-ELA-2022-0015	National Liaison Officers (NLOs) activities on cooperation and exchange of information with Member States
DPR-ELA-2022-0016	Management of missions and authorised travel, including the online tool MiPS (Missions Processing System)
DPR-ELA-2022-0018	ELA Loan management system for ICT equipment
DPR-ELA-2022-0019	ELA Work Programme activities
DPR-ELA-2022-0022	ELA Public consultations/Surveys/Questionnaires/Quiz
DPR-ELA-2022-0023	ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, open/celebration/information days and visits
DPR-ELA-2022-0024	ELA Contact lists & network partners databases
DPR-ELA-2022-0025	ELA process of personal data related to internal and external audits
DPR-ELA-2022-0026	Personal Data on Social Media
DPR-ELA-2022-0027	Personal Data on ELA Corporate Web Presences
DPR-ELA-2022-0028	ELA data processing related to leave-absence-compensation management
DPR-ELA-2022-0029	ELA concerted and joint inspections
DPR-ELA-2022-0030	Staff promotion and reclassification procedure
DPR-ELA-2022-0031	Anti-harassment procedure
DPR-ELA-2022-0032	ELA Intranet Collaborative Platform
DPR-ELA-2022-0033	ELA declarations related to professional ethics
DPR-ELA-2022-0034	Management of personal files of ELA staff (SYSPER)
DPR-ELA-2022-0035	ELA call for papers, proposals or ideas
DPR-ELA-2022-0036	Administrative inquiries and disciplinary procedure
DPR-ELA-2022-0037	ELA Election to the Staff Committee - Electronic voting
DPR-ELA-2022-0038	ELA Cybersecurity campaigns

DPR-ELA-2022-0039	ELA parking spaces management
DPR-ELA-2022-0040	Use of personal data for safety and security reasons at ELA
DPR-ELA-2022-0041	ELA research activities related to supporting cooperation between Member States
DPR-ELA-2022-0042	ELA ICT Ticket system
DPR-ELA-2022-0044	European Network of Employment Services (EURES) EURES staff
DPR-ELA-2022-0045	ELA restrictions on data subjects' rights concerning personal data
DPR-ELA-2022-0046	ELA Staff Committee activities
DPR-ELA-2022-0047	ELA Analytical and Risk Assessment Capacity supporting Concerted and Joint Inspections (LMARA)
DPR-ELA-2022-0048	EU Talent Pool Pilot project in the EURES portal for persons displaced from Ukraine
DPR-ELA-2022-0049	Specific trainings on ELA Capacity building
DPR-ELA-2022-0053	EURES Internal communication ticketing system – JIRA
DPR-ELA-2022-0054	ELA research activities related to inspections and risk assessment in the domain of labour mobility in the Member States
2023	
DPR-ELA-2023-0001	Probationary period and appraisal of ELA Staff
DPR-ELA-2023-0002	Probationary period and appraisal of ELA Executive Director
DPR-ELA-2023-0003	ELA interactive online training platform
DPR-ELA-2023-0004	ELA Working Groups
DPR-ELA-2023-0005	ELA meetings through Webex
DPR-ELA-2023-0007	EU Learn in the European Labour Authority
DPR-ELA-2023-0008	ELA independent expert management
DPR-ELA-2023-0009	ELA communication services
DPR-ELA-2023-0010	Subscription to ELA electronic newsletters and notifications via Newsroom
DPR-ELA-2023-0011	Publication of meetings with interest representatives and other externals
DPR-ELA-2023-0012	Processing of complaints and requests under Article 90 of the Staff Regulation
DPR-ELA-2023-0013	Speedwell
DPR-ELA-2023-0014	Identity & Access Management Service - EU Login
DPR-ELA-2023-0015	Accounting activities at the European Labour Authority
DPR-ELA-2023-0016	360° Feedback Programme for managers in the European Labour Authority
DPR-ELA-2023-0018	Pilot of communication applications for Concerted and Joint Inspections
DPR-ELA-2023-0019	ELA network services
DPR-ELA-2023-0020	ELA Business Continuity Plan activities
DPR-ELA-2023-0022	ELA ICT security investigations
DPR-ELA-2023-0024	ELA staff statistics
DPR-ELA-2023-0027	EURES data and on-line job vacancies/advertisement analysis
DPR-ELA-2023-0028	Reimbursement of experts and candidates through AGM
DPR-ELA-2023-0029	Organisation and management of mandatory trainings on health and safety for ELA Staff
DPR-ELA-2023-0030	Microsoft365 Copilot at ELA
DPR-ELA-2023-0031	Consultation on EURES activities
2024	
DPR-ELA-2024-0001	CIRCABC at the European Labour Authority
DPR-ELA-2024-0002	ELA operational workload analysis
DPR-ELA-2024-0007	Stakeholder Relationship Management (SRM) system

DPR-ELA-2024-0008	ELA Events Application
DPR-ELA-2024-0011	ELA Wellbeing activities
DPR-ELA-2024-0012	ELA trainings and workshops on PROGRESS
DPR-ELA-2024-0017	Processing personal data within the framework of the renewal of temporary and contract agent's contracts at the European Labour Authority
DPR-ELA-2024-0019	Processing of personal data within the framework of the Headquarters Agreement between ELA and the Government of the Slovak Republic
DPR-ELA-2024-0020	EURES targeted consultation activities (including surveys, interviews and focus groups)
DPR-ELA-2024-0021	ELA job descriptions
2025	
DPR-ELA-2025-0001	EURES - Skillab data and on-line job vacancies/advertisement analysis
DPR-ELA-2025-0003	ELA PROGRESS Portal - online repository on EESSI support
DPR-ELA-2025-0004	ELA research and analysis activities supporting cooperation between Member States
DPR-ELA-2025-0005	ELA WEBTOOL PILOT – Mobility Information and Rights Assistant (MIRA)
DPR-ELA-2025-0006	ELA Good Practices Database
DPR-ELA-2025-0007	Management of ELA Translation Facility for Information activities and ELA Translation application
DPR-ELA-2025-0008	Management of backups of data contained in ELA systems
DPR-ELA-2025-0009	Database related to the coordination and support of concerted and joint inspections - Inspections App
DPR-ELA-2025-0010	Corporate Events Application
DPR-ELA-2025-0012	ELA Database of Innovative Digital Solutions
2026	
DPR-ELA-2026-0001	ELA research activities related to analysis and risk assessment strategic projects
DPR-ELA-2026-0002	ELA ESSbot (AI-powered chatbot on SSC) testing phase
DPR-ELA-2026-0003	Budgetary Commitment Management App (ComELA)
DPR-ELA-2026-0004	Registration on the Swapcard app for event access and community participation
DPR-ELA-2026-0005	Call for Expression of Interest - Establishment of a pool of higher education institutions for the co-development and delivery of an Advanced Certified Diploma Course in EU Labour Mobility
DPR-ELA-2026-0006	Staff Claims App

2022

Reference number	DPR-ELA-2022-0001
Title of the processing activity	Register of personal data breaches in the European Labour Authority
Controller organisational entity	European Labour Authority, ELA Data Protection Officer
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: data-protection@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The record covers the documentation and management of personal data breaches affecting processing operations for which ELA is controller, including the facts, effects and remedial actions relating to each breach.
Purpose of the processing	ELA DPO collects and uses your personal information to • monitor and help ensure compliance of the European Labour Authority with Regulation (EU) 2018/1725 in the event of personal data breaches; • manage a Register of personal data breaches, where the European Labour Authority, as controller, documents personal data breaches (comprising the facts relating to the personal data breaches, their effects and the remedial actions taken); and • respond to the requests of the European Data Protection Supervisor concerning personal data breaches in the European Labour Authority.
Legal basis for the processing	The processing activity is based on Article 5(1)(a) and (b) of Regulation (EU) 2018/1725. In particular, 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, and for compliance with a legal obligation to which the controller is subject. The relevant provisions governing this processing activity are Articles 34, 35 and 45 of Regulation (EU) 2018/1725.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: • Individuals whose personal data may be affected by a personal data breach involving ELA or its processors; • ELA controllers, delegated controllers and staff involved in reporting, assessing or managing a personal data breach; • Individuals who report a personal data breach to the Data Protection Officer; • Staff of ELA processors involved in reporting or managing a personal data breach, where applicable; • EDPS staff involved in verifying ELA's compliance with Regulation (EU) 2018/1725 in relation to personal data breaches.
Data categories	The processing may involve the following categories of personal data: Contact details of the Controllers and delegated controllers of the European Labour Authority units/sectors involved in a personal data breach; • Contact details of European Labour Authority staff who inform the Data Protection Officer of a personal data breach, and/or are involved in managing the personal data breach; • Contact details of any other individual who informs the Data Protection Officer of a personal data breach;

	• Contact details of the responsible staff of the European Labour Authority's processor (if relevant) who inform the Data Protection Officer of a personal data breach, and/or are involved in managing the personal data breach; • Contact details of the staff of the European Data Protection Supervisor ('EDPS') who request the cooperation of the Data Protection Officer when they are verifying the European Labour Authority's compliance with Regulation (EU) 2018/1725 as regards personal data breaches. • Other contact details of staff who were involved in the incident. • Personal information of the individuals who were affected by the breach.
Special data categories / criminal-offence data	No processing of special categories of personal data or personal data relating to criminal convictions and offences is indicated in the processing activity.
Retention period	ELA only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 5 years after closure of the case. We may keep it for longer if circumstances such investigations, appeals are ongoing at the planned expiration date.
Categories of recipients	Authorised ELA staff on a need-to-know basis, including the DPO, Local Information Security Officer, Local Security Officer and responsible controllers; EDPS and, where appropriate, CERT-EU or competent public authorities pursuant to Article 3(13) of Regulation (EU) 2018/1725 (e.g. the European Data Protection Supervisor, Court of Auditors, EU Court of Justice).
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0002
Title of the processing activity	Handling request for access to documents lodged under Decision No 8/2020 of 24 April 2020 of the Management Board laying down the rules for applying Regulation (EC) 1049/2001 with regard to European Labour Authority documents
Controller organisational entity	European Labour Authority, Legal and Regulatory Affairs Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: compliance@ela.europa.eu .
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. In specific cases, an EU logistics provider may process applicants' contact details solely to dispatch decisions by registered post.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers initial and confirmatory applications for public access to ELA documents, correspondence with applicants, consultation of document owners and third parties, preparation of decisions and any related administrative follow-up.
Purpose of the processing	To handle requests for access to documents submitted under Management Board Decision No 8/2020 of 24 April 2020, which lays down the rules for the application of Regulation (EC) No 1049/2001 to documents held by the European Labour Authority, and to ensure that such requests are processed within the applicable legal deadlines. The processing also supports the preparation of the annual statistical report required under Article 17(1) of Regulation (EC) No 1049/2001. Personal data may also be further processed where necessary for the follow-up of an inquiry by the European Ombudsman or in the context of court proceedings.
Legal basis for the processing	The processing is based on Article 5(1)(a) and (b) of Regulation (EU) 2018/1725, as it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the European Labour Authority, and for compliance with a legal obligation to which the controller is subject. The relevant Union law basis is Article 15(3) of the Treaty on the Functioning of the European Union, together with Management Board Decision No 8/2020 of 24 April 2020 laying down the rules for the application of Regulation (EC) No 1049/2001 to European Labour Authority documents.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The categories of data subjects concerned by the processing include: - Any European Labour Authority staff member whose personal data are contained in the documents requested; - Every individual who submits a request for access to documents held by the European Labour Authority under Decision No 8/2020 of 24 April 2020 of the Management Board laying down the rules for applying Regulation (EC) 1049/2001 with regard to European Labour Authority Documents; - Every other individual whose personal data are included in requests for access to documents submitted by applicants, or which are contained in the documents requested.
Data categories	The processing may involve the following categories of personal data: - Identification and contact data provided by the applicant, including name, e-mail address, postal address and country of residence; - Information relating to the request, including its subject matter and, where applicable, the applicant's organisation; - Any personal data included in applications submitted by electronic or paper means; - Personal data contained in the documents to which access is requested;

	In exceptional cases, identification data contained in an identity document (e.g. passport or identity card) where necessary to verify the applicant's identity. Only the applicant's name and, where relevant, postal address are required; other information, such as photographs or personal characteristics, may be redacted.
Special data categories / criminal-offence data	No processing of special categories of personal data or personal data relating to criminal convictions and offences is indicated in the processing activity.
Retention period	The European Labour Authority only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 5 years after the closure of the file. Following ELA filing plan and specific retention list, under 7.6 Relations with citizens, is specified 5 years for ELA.7.6.2 Applications for access to documents: Files covering applications for access to documents. The start date is the closure of a case-file.
Categories of recipients	Access to personal data is limited to authorised ELA staff involved in the processing activity, on a strict need-to-know basis and subject to applicable confidentiality obligations. Personal data are not disclosed to third parties unless such disclosure is required by law. Public authorities receiving personal data in the context of a specific inquiry in accordance with Union or Member State law are not considered recipients within the meaning of Article 3(13) of Regulation (EU) 2018/1725. Any further processing by such authorities must comply with the applicable data protection rules.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0003
Title of the processing activity	Managing award procedures for procurement and the execution of contracts
Controller organisational entity	European Labour Authority, CTO - Corporate Services Unit, Finance, Budget & Procurement Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ela-procurement@ela.europa.eu
Name and contact details of processor(s)	-Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland -European Commission corporate procurement systems and their authorised service providers, where applicable.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing supports the preparation and management of procurement procedures, evaluation of tenders and requests to participate, award decisions, signature and execution of contracts, payments, monitoring and audit trails.
Purpose of the processing	To manage award procedures and the execution, monitoring and financial administration of contracts concluded by ELA.
Legal basis for the processing	The processing is based on Article 5(1)(a), (b) and (c) of Regulation (EU) 2018/1725, as it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority, for compliance with a legal obligation, and for the performance of a contract or pre-contractual measures requested by the data subject. The relevant Union law basis includes: • Regulation (EU, Euratom) 2024/2509 (Financial Regulation), in particular Articles 163–182 concerning procurement procedures and, where applicable, Article 110 concerning financing decisions; • Regulation (EU) 2019/1149 establishing the European Labour Authority; • Management Board Decision No 21/2020 of 15 December 2020 on ELA's Financial Rules.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The categories of data subjects concerned by the processing include: • ELA staff involved in preparing procurement documents, evaluating tenders and managing contracts; • Natural persons participating in procurement procedures, including experts, tenderers/applicants, subcontractors and their staff.
Data categories	The processing may involve the following categories of personal data: • Identification and contact data: name, surname, function, e-mail, telephone number, postal/work address, company/department and country of residence; • Identification document data, where required: ID/passport number and copy; • Professional data: nationality, languages, education, certifications, expertise, technical skills and professional experience; • Financial and administrative data: IBAN/BIC, VAT number, and certificates relating to tax and social security obligations; • Judicial/exclusion-related data: extracts from judicial records and declarations on honour concerning exclusion situations under the Financial Regulation; • Other information necessary to assess eligibility and selection criteria in procurement procedures.
Special data categories / criminal-offence data	No processing of special categories of personal data or personal data relating to criminal convictions and offences is indicated in the processing activity.
Retention period	Personal data are retained only for as long as necessary for the relevant procurement or contract-management purposes, subject to the following maximum periods:

	• Generally, up to 10 years after closure of the procurement procedure or the last payment under the contract; • Data relating specifically to unsuccessful tenderers: 5 years after closure of the procedure; • Data relating to unsuccessful candidates, or successful candidates who did not subsequently submit a tender: 5 years after closure of the procedure; • Data relating to candidates included in a Call for Expressions of Interest: until the latest applicable retention period linked to the validity of the list or contracts concluded on its basis, ranging from 5 to 10 years; • Data processed for contract execution: 10 years after the last payment under the contract.
Categories of recipients	• Authorised ELA operational and financial staff involved in procurement management; • EU audit bodies, where applicable, including the IAS and the European Court of Auditors; • External experts involved in tender evaluation, including staff from other EU institutions or agencies; • Contractor staff requiring access for contract performance and monitoring; • Relevant procurement information is published through TED/SIMAP and, where applicable, in the Official Journal of the EU.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0004
Title of the processing activity	Monitoring, investigative, auditing and consultative activities of ELA Data Protection Officer
Controller organisational entity	European Labour Authority, Data Protection Officer
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional contact: data-protection@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the DPO's monitoring, advice, consultation, complaint handling, investigations, audits, awareness activities and cooperation with the EDPS in relation to ELA processing operations.
Purpose of the processing	The processing supports the Data Protection Officer in carrying out the tasks laid down in Article 45 of Regulation (EU) 2018/1725, including: - advising ELA, its staff and processors on data protection obligations; - monitoring compliance with applicable data protection rules, policies and internal procedures; - raising awareness, providing training and conducting related audits; - advising on personal data breaches, DPIAs and prior consultations; - informing data subjects of their rights and obligations; - cooperating and consulting with the EDPS; and - safeguarding the rights and freedoms of data subjects in relation to processing activities.
Legal basis for the processing	The processing is based on Article 5(1)(a) of Regulation (EU) 2018/1725, as it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA. The relevant legal basis for the DPO's functions and tasks is set out in Articles 44 and 45 of Regulation (EU) 2018/1725.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The categories of data subjects concerned by the processing include: - ELA staff who exercise their data protection rights, raise concerns or complaints, request advice or DPO intervention, or are otherwise involved in DPO monitoring, investigative, auditing or consultative activities; - External individuals, including applicants, who exercise their rights, raise data protection concerns, request DPO intervention or advice, or lodge complaints with the EDPS; - Staff of ELA contractors/processors concerned by DPO monitoring, investigative, auditing or consultative activities.
Data categories	The processing may involve: - Identification and professional data, including name and function; - Contact details, such as e-mail address, telephone number, postal address, organisation/department and country of residence; - A copy of an identity document, where necessary; - Case-related information and involvement data; - Any other personal data relevant to the processing activity subject to DPO monitoring, investigation, audit or consultation. Personal data may be obtained directly from data subjects, from other natural or legal persons, or from the EDPS in connection with complaints, inspections or other supervisory activities.

Special data categories / criminal-offence data	Special categories of personal data are not intentionally collected; however, such data may exceptionally be communicated to the DPO where they are relevant to a specific monitoring, investigative, auditing or consultative activity.
Retention period	Case files are retained for the period necessary to complete the DPO activity and for follow-up, accountability, review or litigation; specific periods depend on the type of enquiry, investigation, audit or consultation, namely for: • Personal data related to general data protection consultations: retained for 10 years from creation and subsequently anonymised; • Personal data related to the exercise of data subjects' rights: retained for 5 years after closure of the relevant procedure; • Personal data related to consultations with the EDPS: retained for 5 years after the last communication with the EDPS. These retention periods support consistency, follow-up and the harmonised application of Regulation (EU) 2018/1725.
Categories of recipients	• The Data Protection Officer and, where necessary, other authorised ELA staff on a strict need-to-know basis and subject to applicable confidentiality obligations; • Public authorities, such as the EDPS, the European Court of Auditors or the Court of Justice of the European Union, where personal data are disclosed in the context of a specific inquiry or legal obligation. In accordance with Article 3(13) of Regulation (EU) 2018/1725, such public authorities are not considered recipients when acting within the framework of a particular inquiry under Union or Member State law.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0005
Title of the processing activity	Processing of personal data within the framework of the Headquarters Agreement between ELA and the Government of the Slovak Republic: VAT Refund
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: elavat@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers requests by eligible statutory staff for VAT reimbursement on goods and services acquired for personal consumption under the privileges and tax facilities provided by the Headquarters Agreement.
Purpose of the processing	The processing supports the implementation of the Headquarters Agreement between ELA and the Slovak Republic, in particular the administration of privileges, immunities, exemptions and tax benefits granted to eligible ELA statutory staff. It includes processing necessary to: - manage staff requests relating to applicable privileges, rights and benefits, including VAT refund requests; - support staff in completing the required forms and documentation; and - enable the competent Slovak authorities to determine eligibility for the relevant privileges, rights and benefits.
Legal basis for the processing	The processing is based on Article 5(1)(d) of Regulation (EU) 2018/1725, on the basis of the data subject's consent. The relevant legal framework further includes: Regulation (EU) 2019/1149 establishing the European Labour Authority; Decision (EU) 2019/1199 on the location of ELA's seat; the Headquarters Agreement between the Government of the Slovak Republic and ELA, in particular Articles 10 and 13; and the Memorandum governing the implementation of the Headquarters Agreement between ELA and the competent Slovak authorities.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	- ELA statutory staff, including officials, temporary and contract staff; - Seconded national experts, including National Liaison Officers, contributing to the fulfilment of ELA's tasks.
Data categories	The processing may involve: - Identification and employment data: name, surname, job classification/function, contract start and end dates, and status as eligible ELA staff; - Nationality and residence information, including whether the staff member is a Slovak national or permanent resident of the Slovak Republic; - VAT refund-related data, including details of purchased goods and services, invoice number, purchase date and supporting purchase documents; - Financial data, including bank account details; - Information on any changes affecting the above data or the staff member's eligibility/status.
Special data categories / criminal-offence data	No processing of special categories of personal data or personal data relating to criminal convictions and offences is indicated in the processing activity.
Retention period	ELA HR team only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely at the moment the ceiling of 144 staff is reached.
Categories of recipients	- Authorised ELA HR/Resources staff, including the relevant contact point and Head of Unit; - Competent Slovak authorities, including the Ministry of Labour, Social Affairs and Family, the Ministry of Finance, the Financial Directorate and the Bratislava Tax Office.

Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register. Privacy Statement

Reference number	DPR-ELA-2022-0006
Title of the processing activity	External complaints in the field of European labour mobility
Controller organisational entity	European Labour Authority, Legal and Regulatory Affairs Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: compliance@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers complaints, reports and other information submitted by individuals or organisations concerning potential issues, infringements or cross-border matters related to labour mobility within the European Union.
Purpose of the processing	The processing supports ELA in handling and following up on external complaints and other reports received from individuals, in accordance with its mandate and Code of Good Administrative Behaviour. It includes the registration, assessment and management of complaints, coordination with relevant ELA staff, National Liaison Officers and, where necessary, national authorities, provision of translation support, and preparation and communication of replies to complainants. The processing may also cover formal complaints concerning ELA or its staff and reports of suspected fraud.
Legal basis for the processing	The processing is based on Article 5(1)(a) of Regulation (EU) 2018/1725, as it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA. The relevant legal framework includes: Article 7 of Regulation (EU) 2019/1149 establishing the European Labour Authority; and the Code of Good Administrative Behaviour adopted by the ELA Management Board in March 2022.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: • ELA Compliance team staff involved in handling and following up on complaints or queries; • Individuals who submit queries, complaints or related information to ELA.
Data categories	The processing may involve the following categories of personal data: • Identification data, including name, surname, nationality, ID/passport number and, where applicable, a copy of an identification document; • Contact details, including postal address; • Social security information, including social security number, insurance periods and related entitlements; • Employment-related information, including details concerning employers; • Information contained in the complaint, query or supporting documentation submitted to ELA; • Personal or family-related information relevant to the matter concerned; • Where relevant, special categories of personal data, in particular health data and trade union membership.
Special data categories / criminal-offence data	The processing may involve special categories of personal data, in particular health data and information concerning trade union membership, where such information is included in the complaint or supporting documentation.
Retention period	ELA Compliance Team only keeps the personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 3 years. After this period, the data will be anonymised and kept for statistical purposes.
Categories of recipients	• Authorised ELA Compliance team staff involved in handling and following up on the complaint;

	Where relevant and appropriate, National Liaison Officers and competent national authorities may receive information necessary for the assessment and follow-up of the complaint.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0007
Title of the processing activity	Social services for ELA staff & family members
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia.
Name and contact details of processor(s)	-Selected private international kindergartens and schools in Bratislava or Vienna participating in ELA arrangements for staff children; -St Michael's Hospital in Bratislava or other medical facilities selected by ELA staff for health-related services; -Microsoft Ireland, for the management and hosting of ELA servers;
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The record covers several staff social-support services, including reimbursement of school/pre-school costs, healthcare support, language training, exceptional educational needs, green transportation, special identity cards/vehicle plates and sport activities.
Purpose of the processing	The processing supports the administration of social services, benefits and support measures provided to ELA staff and, where applicable, their family members. It includes the management of: pre-school and school-related costs, access to health care services, integration and family support measures, green transportation, meal and sport-related benefits, home-office support and registration of staff, family members and vehicles for the issuance of special identity cards and vehicle plates.
Legal basis for the processing	Depending on the specific social service or support measure concerned, the processing is based on Article 5(1)(a) and/or Article 5(1)(b) of Regulation (EU) 2018/1725, as it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA and/or for compliance with a legal obligation to which the controller is subject. The relevant legal framework includes: • Regulation (EU) 2019/1149 establishing the European Labour Authority; • the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union; • Regulation (EU, Euratom) 2024/2509 on the financial rules applicable to the general budget of the Union (Financial Regulation); • Management Board Decisions No 1/2020 and No 2/2020 concerning pre-school facilities and education costs for children of ELA staff; • Executive Director Decision 27/2022, amending Decision 2021/17, concerning special support measures for access to health care for ELA staff and their family members; • Executive Director Decision 25/2022 concerning integration support for family members of ELA staff, including language training and exceptional education support; • Executive Director Decision 23/2022 concerning the use of green transportation by ELA staff; • Executive Director Decision 22/2022 concerning meal support for ELA staff; • Executive Director Decision 26/2022 concerning support for sport activities of ELA staff; • Executive Director Decision 24/2022 concerning support for home-office arrangements during teleworking; and • for special identity cards and vehicle registration, Note Verbale Ares(2021)6120580 and the applicable Slovak national legislation. Where health data are processed in the context of health-care services or exceptional education support, Article 10(2)(a) of Regulation (EU) 2018/1725 also applies, on the basis of the data subject's explicit consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.

Data subjects' categories	The processing may concern: • ELA staff; • Family members of ELA staff, including children and spouses/partners; • External counterparts involved in the administration or delivery of the relevant social services and support measures.
Data categories	The processing may involve the following categories of personal data: • Identification and employment data of ELA staff and family members, including name, surname, date/place of birth, citizenship, civil status, staff status, function, contract dates and job position; • Contact and residence data, including current/permanent address and telephone number; • Family and child-related data, including information on spouses/partners and dependent children; • Education and training data, including school or kindergarten attended, language of education, enrolment details and language-training information; • Financial and reimbursement data, including bank account details, invoices, receipts, payment records, claims and supporting documentation; • Health-related data, where necessary for health-care services or exceptional education support; • Identity and travel-document data, including photographs and ID/passport details or copies; • Vehicle registration data, including vehicle ownership and technical details; Information relating to social benefits and support measures, including green transport, meal, sport and home-office support; • Signed declarations, registration forms and other supporting documents required for the administration of the relevant benefit or service. The processing may concern personal data of minors and, where relevant, special categories of personal data, in particular health data.
Special data categories / criminal-offence data	The processing may involve health data in the context of health care services and exceptional support for ELA staff members' children. Where health data are processed, the processing is based on the data subject's explicit consent in accordance with Article 10(2)(a) of Regulation (EU) 2018/1725. No processing of personal data relating to criminal convictions or offences is indicated.
Retention period	Retention varies by service and supporting document: • Pre-school and school costs: 5 years after the end of the relevant school year; • Health care services: 7 years from the date of payment; • Special ID cards/vehicle plates: until the end of the staff member's contract with ELA; • Language training: 7 years from the date of payment; • Exceptional support for children: 7 years from the date of payment; • Green transportation support: 7 years from the date of payment; • Meal support: 7 years from the date of payment; • Sport activities: 7 years from the date of payment; • Home-office support: 7 years from the date of payment.
Categories of recipients	Access to personal data is limited to authorised ELA staff on a need-to-know basis, in particular the HR Sector, Finance Team and, where relevant, the Head of CTO – Corporate Services Unit. Depending on the specific process, personal data may also be disclosed to: • selected schools or kindergartens for education-related support; • selected hospitals or healthcare providers for health care services; and • the Ministry of Foreign and European Affairs of the Slovak Republic for special ID card and vehicle registration procedures.

	External recipients process the data only where necessary and are subject to applicable contractual, confidentiality and data protection obligations.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register.

Reference number	DPR-ELA-2022-0008
Title of the processing activity	ELA access control, CCTV system and parking cards
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: resources@ela.europa.eu
Name and contact details of processor(s)	The processing may involve the following external processors and service providers: - J&T REAL ESTATE, a.s., as owner of the ELA premises; - Danube Facility Services, s.r.o., responsible for building and facility management; - External security service providers responsible for the physical security of the premises; - Reception and information desk service providers; - Microsoft Ireland Operations Ltd., providing IT infrastructure and related hosting/services.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers physical-access management for ELA premises, issue and administration of access and parking cards, visitor management and CCTV monitoring for security and incident investigation.
Purpose of the processing	The processing supports the physical security and access control of the Landererova 12 building and ELA premises. In particular, it is necessary to: • control and manage access to ELA premises and parking areas; • issue and manage access badges for staff and visitor passes; • monitor the number and presence of persons in the building, including for evacuation and safety purposes; • maintain visitor statistics; and • support the security of the premises through CCTV monitoring of entrances and emergency exits. CCTV recordings are subject to privacy-enhancing measures, including image blurring, with access to clear footage restricted to specifically authorised personnel where necessary.
Legal basis for the processing	The processing is carried out on the basis of the applicable legal grounds under Regulation (EU) 2018/1725, depending on the specific purpose concerned. • Article 5(1)(a) of Regulation (EU) 2018/1725, where 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 ELA, in conjunction with Regulation (EU) 2019/1149 establishing the European Labour Authority; • Article 5(1)(d) of Regulation (EU) 2018/1725 for parking-related processing, based on the data subject's consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	ELA staff, trainees, SNEs, NLOs and contractors; visitors, guests and service-provider personnel; vehicle owners/users and persons appearing in CCTV footage.
Data categories	Name, contact and organisational details; photograph/card identifier; access and entry/exit logs; visitor and vehicle/parking information; CCTV images; and incident-related information.
Special data categories / criminal-offence data	No special categories are intended to be collected; such information may incidentally appear in CCTV images or incident documentation.
Retention period	Personal data are retained only for the period necessary to fulfil the purposes of the processing, as follows: • ELA staff identification data: until 6 months after the end of the relationship with ELA; • Visitor identification data: 6 months after the last action related to the visit;

	• Vehicle plate data: until withdrawal/return of the parking card or 1 month after the end of the staff member's contract; • CCTV footage: 2 weeks.
Categories of recipients	Access to personal data is limited to authorised recipients on a need-to-know basis and only where necessary for access control, security and incident management purposes. • Authorised ELA CTO – Corporate Services Unit staff involved in managing staff and visitor access; • Reception/information desk staff, who may access identification data necessary to verify entry; • Building Management and external security services, where necessary for access management or in the event of an incident; • Police or other competent authorities, where disclosure is necessary in connection with an incident; • Vehicle plate data may be accessed by authorised ELA CTO – Corporate Services Unit staff and Building Management; • CCTV footage is accessible only to authorised ELA staff and may be disclosed to competent authorities where necessary in relation to a security incident.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0009
Title of the processing activity	European Network of Employment Services (EURES) (jobseekers and employers)
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, EURES Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: eures@ela.europa.eu
Name and contact details of processor(s)	The processing is supported by the following service providers and processors, depending on the specific activity: - European Commission – DG EMPL.A.4 (IT Strategy and Solutions), supporting the management and development of the EURES Portal under a specific Data Processing Agreement; - Computer Resources International Luxembourg (CRI) and Advanced and Reliable Information Systems (ARIS), providing operational and helpdesk support for EURES; - Microsoft Ireland Operations Ltd., providing Microsoft 365 and related IT services to ELA.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the provision and operation of EURES portal services for jobseekers and employers, including user profiles and CVs, job vacancies, job-matching functionalities, helpdesk enquiries, newsletters and communication with EURES advisers.
Purpose of the processing	The processing supports the operation and provision of EURES services managed by the European Coordination Office within ELA, facilitating cross-border employment and cooperation between jobseekers, employers and the EURES network. The processing includes: - managing user accounts for authentication and access to EURES services; - processing CVs, professional profiles and job vacancy information to support job matching; - enabling secure communication between jobseekers, employers and EURES staff, including Helpdesk and Chat services; and - managing subscriptions to the EURES & You newsletter. Processing related to the EURES JIRA ticketing system and EURES network staff is covered by separate records.
Legal basis for the processing	The processing is carried out on the basis of the applicable legal grounds under Regulation (EU) 2018/1725, depending on the category of data subject and the EURES service concerned. - Article 5(1)(d) of Regulation (EU) 2018/1725, based on the data subject's consent, for the processing of personal data relating to jobseekers and employers, including EURES accounts/profiles, Helpdesk enquiries, newsletter subscriptions and chats with EURES Advisers; - Article 5(1)(a) of Regulation (EU) 2018/1725, where processing concerns EURES network users/EURES staff and is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA; - Regulation (EU) 2019/1149 establishing the European Labour Authority; - Regulation (EU) 2016/589 (EURES Regulation), in particular Chapter III, concerning the exchange and matching of job vacancies and CVs/jobseeker profiles and the general conditions governing the processing; and - Commission Implementing Decision (EU) 2017/1257, laying down further provisions on EURES data processing, including the roles and responsibilities of the parties involved.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: - Registered jobseekers; - Registered employers;

	- Public or non-registered users of the EURES portal; - EURES Advisers and other EURES staff involved in providing portal-related services.
Data categories	The processing may involve the following categories of personal data, depending on the type of EURES user and service concerned: - Identification and contact data, including name, surname, address, e-mail address, telephone number, nationality, date of birth, gender and language preferences; - Account and authentication-related data, including username and user profile information; - Professional and CV data, including education, qualifications, professional experience, skills, languages, occupation, driving licence and other employment-related information; - Job preferences and matching data, including preferred occupation, position, location, contract type, duration, remuneration and saved search criteria; - Employer and organisational data, including company name, address, registration/VAT number and contact-person details; - Job vacancy data, including position, qualifications, remuneration, location, working languages and contract details; - Communication data, including Helpdesk enquiries, messages and chats with EURES Advisers; - Newsletter subscription data, including name, e-mail address, country of residence and preferred language; - Saved CV/candidate information and related recruitment status or comments; - Technical and security-related data, including logs of user activity for security, auditing and misuse-prevention purposes. Personal data may be provided directly by users or received through the EURES network in accordance with the applicable EURES framework. Authentication through EU Login is covered by the European Commission's separate Identity and Access Management processing activity.
Special data categories / criminal-offence data	No processing of special categories of personal data or personal data relating to criminal convictions and offences is indicated in the processing activity.
Retention period	Personal data are retained only for as long as necessary for the relevant EURES service and in accordance with the applicable retention periods: - Registered jobseeker data: until account deletion by the user or after 2 years of inactivity; jobseeker profiles not updated or checked for more than 26 weeks are no longer visible to employers; - Registered employer data: until account deletion by the user or after 2 years of inactivity; - Newsletter data: until the user unsubscribes or no longer confirms their wish to remain subscribed; - CVs and job vacancies received through the EURES network: not retained beyond the relevant replication cycle and updated or deleted in accordance with changes received from the EURES network; - Chat data: up to 12 months after the last message, unless longer retention is necessary for a specific investigation; - Helpdesk data: up to 2 years after the last message; - Log files: 6 months, extendable by a further 6 months where justified by security or investigation needs; Other EURES-related operational data: generally retained for no longer than 5 years in accordance with the ELA filing plan and retention rules.
Categories of recipients	The processing may involve the following categories of personal data, depending on the type of EURES user and service concerned: - Identification and contact data, including name, surname, address, e-mail address, telephone number, nationality, date of birth, gender and language preferences; - User account and profile data, including username and saved search profiles; - CV and professional profile data, including education, qualifications, professional experience, skills, languages, occupation and driving licence information; - Employment preferences, including desired occupation, position, location, remuneration, contract type and duration;

	• Employer and organisational data, including company name, address, VAT/registration number and contact-person details; • Job vacancy data, including vacancy origin, position, required qualifications, remuneration, location, working languages and contract information; • Recruitment-related information, including saved candidates, recruitment status and related comments; • Communication data, including enquiries submitted through the EURES Portal, Helpdesk and chats with EURES Advisers; • Newsletter subscription data, including e-mail address, name, country of residence and preferred language; • Technical and activity logs used for security, auditing and detection of misuse or abuse of the EURES Portal. Personal data may be provided directly by users or received through the EURES network in accordance with the applicable EURES framework.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: A specific Privacy Statement is available for each processing operation linked to the record. In particular linked to this Record: Privacy Statement jobseekers / Privacy Statement data employers / Privacy Statement EURES Helpdesk / Privacy Statement EURES Newsletters / Privacy Statement Chats with EURES Advisers

Reference number	DPR-ELA-2022-0010
Title of the processing activity	Selection and recruitment of staff, interimaire, Seconded National Experts (SNEs), National Liaison Officers (NLOs), and trainees
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia.
Name and contact details of processor(s)	The processing may involve the following external service providers, depending on the recruitment activity concerned: • Microsoft Ireland Operations Ltd., providing Microsoft 365 and related IT services; • ManpowerGroup Slovakia, supporting interim staff recruitment; • An external provider delivering remote written testing and invigilation services for Temporary Agent and Contract Agent selection procedures.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers publication and management of selection procedures, receipt and evaluation of applications, interviews and tests, verification of eligibility, reserve lists, recruitment and related communications.
Purpose of the processing	To select and recruit staff, interim personnel, SNEs, NLOs and trainees in accordance with the applicable legal and procedural requirements.
Legal basis for the processing	The processing is carried out within the legal framework applicable to ELA recruitment and employment procedures. • Regulation (EU) 2019/1149 establishing the European Labour Authority; • Article 10(2)(b) of Regulation (EU) 2018/1725, where special categories of personal data are processed, as such processing is necessary for carrying out obligations and exercising specific rights in the field of employment, social security and social protection law. The special categories of personal data concerned may include health-related information, in particular medical fitness information ("apt" / "not apt") and information concerning special needs or accommodations provided by candidates for the organisation of the selection procedure, and Criminal-offence data, including criminal record extracts and declarations on criminal convictions or disciplinary proceedings, processed in accordance with Article 11 of Regulation (EU) 2018/1725.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects involved in ELA selection, recruitment and employment procedures: ELA People and Organisation Sector staff; Contract Agents (CA); Temporary Agents (TA); Seconded National Experts (SNE); National Liaison Officers (NLO); Interim staff; Trainees.
Data categories	The processing may involve the following categories of personal data, depending on the stage of the selection and recruitment procedure: • Identification and contact data, including name, surname, address, e-mail address, telephone number, gender, nationality and date of birth; • Application and professional data, including CV, motivation letter, education, qualifications, professional experience, employment history, languages, technical and IT skills and, where relevant, statutory status, function group and grade;

	• Selection and assessment data, including eligibility and selection criteria, selection grids, written and oral test results, assessment-centre results and information on whether relevant competitions have been passed; • Remote testing and invigilation data, including information necessary to organise, deliver and monitor online tests, candidate identity verification and, where applicable, incident reports concerning the integrity or conduct of the assessment; • Information concerning special needs or accommodations requested by candidates; • Recruitment and eligibility data, including police records/certificates of good conduct, declarations concerning previous criminal or disciplinary sanctions, military-service obligations and information necessary to determine grade, step, seniority and individual entitlements; • Medical fitness information, limited to the outcome communicated by the Medical Service (“apt” / “not apt”); • Civil and family-status data, including information concerning spouses and dependent children, where necessary for employment-related entitlements; • Financial and administrative data, including bank account details (IBAN/BIC), VAT number, passport number and ID number; • Conflict-of-interest information, including, where relevant, information concerning the employment or activities of a spouse or other family member; • Data contained in reserve lists, including identification and contact details, application information relevant to eligibility and selection criteria and, where applicable, the candidate’s CV. Applications may also be received through EU CV Online or EPSO systems, which are covered by separate European Commission processing records. Unsolicited applications are not considered and are deleted upon receipt. Where a candidate is included in a reserve list, relevant personal data may be shared with other EU Agencies or Joint Undertakings for similar recruitment opportunities only where applicable and subject to the candidate’s explicit consent under the Memorandum of Understanding (MoU) between EU Agencies and Joint Undertakings.
Special data categories / criminal-offence data	The processing may involve: • Health data, including medical fitness (“apt” / “not apt”) and information on special needs or accommodations, processed under Article 10(2)(b) and (h) of Regulation (EU) 2018/1725; • Criminal-offence data, including criminal record extracts and declarations on criminal convictions or disciplinary proceedings, processed in accordance with Article 11 of Regulation (EU) 2018/1725. <i>We process special categories of personal data, 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.</i>
Retention period	Personal data are retained only for as long as necessary for the relevant selection, recruitment or employment procedure, in accordance with the applicable ELA retention rules: • Successful Contract Agents, Temporary Agents and Seconded National Experts: 10 years after the end of their employment/engagement with ELA; • Successful interim staff: 5 years after the end of their employment with ELA; • Successful trainees: 10 years after the end of their traineeship/employment relationship with ELA; • ELA reserve lists: for the period of validity of the reserve list; • Shared reserve lists between EU Agencies and Joint Undertakings: generally up to 2 years; receiving agencies retain the data only for the duration necessary to complete their selection procedure, and candidates are removed once recruited; • Unsuccessful candidates: 2 years after notification of the unsuccessful outcome; this may be extended by a further 2 years where the candidate renews their consent; • Remote invigilation and testing data: retained in accordance with the specific retention periods set out in the dedicated privacy statement for remotely invigilated written tests; • Unsolicited applications: deleted without undue delay;

	• Applications withdrawn after the application deadline: deleted without undue delay and no longer considered in the selection procedure; • Extracts from police records/certificates of good conduct: reviewed for recruitment purposes only and not retained; they are returned or securely deleted after verification, while a record confirming completion of the verification may be retained.
Categories of recipients	Access to personal data is limited to authorised recipients who require the information for selection, recruitment, employment or related administrative purposes. • Authorised staff of the ELA People and Organisation Sector • The appointed selection-panel members of a specific sector assessing the candidate; • Where relevant, the Finance and Procurement Team; • Authorised staff of EU Agencies and Joint Undertakings participating in the Memorandum of Understanding on the sharing of reserve lists, where applicable; • European Commission services, in particular the Paymaster Office (PMO) and Medical Service, where necessary for recruitment and employment-related procedures.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0011
Title of the processing activity	Email system at the European Labour Authority
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, ICT and Digitalisation Support Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ict@ela.europa.eu
Name and contact details of processor(s)	-Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland -GlobalSign certificates for encrypted email provided by GMO GlobalSign NV, Diestsevest 14, 3000 Leuven, Belgium
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The record covers provision and administration of ELA email accounts and mailboxes, transmission and storage of messages, calendars, address books, anti-spam/security functions, backups and technical support.
Purpose of the processing	The processing supports the provision, operation and security of ELA's e-mail service for electronic communication between ELA staff, external partners and the public. It includes: • sending, receiving and storing e-mails and attachments; • managing user access, contacts, availability and system capacity; • protecting the e-mail environment against malware and other security threats; • ensuring compliance with applicable EU document-management and information-security rules; and • supporting authorised investigations where necessary. Only non-classified information may be transmitted through the ELA e-mail system, while confidential information must be appropriately encrypted.
Legal basis for the processing	The processing is carried out on the basis of the applicable legal framework governing ELA's functions and activities. • Article 5(1)(a) of Regulation (EU) 2018/1725, as 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 ELA; • Regulation (EU) 2019/1149 establishing the European Labour Authority.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: • ELA staff and other authorised users holding an ELA e-mail account; • Staff of EU institutions, bodies and other partner organisations whose contact details are included in the e-mail address book; • Any other individuals whose e-mail addresses or personal data appear in the sender, recipient, CC or BCC fields or in messages processed through the ELA e-mail system.
Data categories	The processing may concern: • ELA staff and other authorised users of the ELA e-mail system; • Staff of EU institutions, bodies and partner organisations included in the e-mail address book; • Other individuals whose personal data appear in e-mail addressing fields or message content processed through the ELA e-mail system.
Special data categories / criminal-offence data	The processing does not specifically target special categories of personal data or criminal-offence data. Such information may nevertheless be incidentally contained in e-mail messages or attachments. Where sensitive information needs to be communicated, ELA staff are encouraged to use appropriate encryption and security measures.

Retention period	Personal data are retained only for as long as necessary for the operation, security and administration of the ELA e-mail service, as follows: • Address book and identification data: up to 6 months after deletion of the user account; • E-mail messages and documents stored in mailboxes: up to 6 weeks after the user's departure; • Deleted messages or documents: permanently deleted from the mailbox, subject to any applicable central retention period; • Traffic, clean-up, system usage and access logs: maximum 6 months. Where information needs to be retained for longer, it is anonymised or aggregated so that it can no longer be linked to an identifiable individual.
Categories of recipients	Access to personal data is limited to recipients who require it for communication, administration, security or technical support purposes. • ELA users and authorised ICT staff responsible for the e-mail service and IT security; • CERT-EU and relevant European Commission or other EU institution/body staff, where necessary; • External e-mail recipients involved in the relevant communication; • IT and security service providers, including software/hardware providers, computer emergency response teams and anti-malware or certificate service providers, such as Microsoft 365 and GlobalSign.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0012
Title of the processing activity	ELA Microsoft Office 365 environment
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, ICT and Digitalisation Support Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia, Functional mailbox: data-protection@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers personal data generated, stored or exchanged through Microsoft 365 applications used by ELA, including Word, Excel, PowerPoint, Outlook, OneNote, Teams, Forms, Planner, Lists, Bookings, Stream, Yammer/Viva Engage, Power BI and other related services. Certain Microsoft 365 services, including SharePoint Online and OneDrive for Business, are covered by separate ELA processing records.
Purpose of the processing	The processing supports the provision and use of Microsoft 365 cloud services by ELA staff for communication, collaboration, document creation and management, file storage and sharing, meetings, project management and other day-to-day business activities. It aims to enable secure and efficient working, internal and external collaboration, access to organisational resources and the use of productivity and communication tools provided through Microsoft 365.
Legal basis for the processing	The processing is carried out on the basis of the applicable legal grounds under Regulation (EU) 2018/1725 and the legal framework governing ELA's activities. - Article 5(1)(a) of Regulation (EU) 2018/1725, as the processing is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in ELA; - Regulation (EU) 2019/1149 establishing the European Labour Authority, which provides the underlying legal framework for ELA's activities and organisational management. For processing activities carried out through Microsoft 365, the specific legal basis applicable to each activity is further defined in the corresponding ELA processing record and privacy statement. Where special categories of personal data are processed, Article 10(2) of Regulation (EU) 2018/1725 applies, depending on the specific processing activity. This may include, where applicable, processing based on explicit consent, employment and social-protection obligations, vital interests, data manifestly made public by the data subject, legal claims, substantial public interest, occupational or preventive medicine, public-health considerations, or archiving, research and statistical purposes. The specific Article 10(2) condition applicable to any such processing is identified in the relevant processing record and privacy statement.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: - All ELA staff, including the Executive Director; - External individuals whose personal data are processed through Microsoft 365 services, such as participants in Teams meetings, e-mail correspondents, survey respondents or other users interacting with ELA through M365.
Data categories	The processing may involve the following categories of personal data, depending on the Microsoft 365 service and specific processing activity concerned:

	• Identification data, including name, title, e-mail address, date of birth and profile photo, where applicable; • Contact data, including office, mobile and home telephone numbers; • Personal profile information, such as gender, interests, skills, expertise and education, where voluntarily provided; • Professional data, including position, organisational unit, line manager, responsibilities and projects; • Contact information relating to third parties processed through Outlook, Teams or other Microsoft 365 services; • Electronic communication and technical data, including IP addresses, cookies, connection data and service usage information; • User activity and usage data, including communication patterns and use of Microsoft 365 services; • Content generated or uploaded by users, including e-mails, documents, files, chat messages and other information shared through the platform; • Audio-visual and multimedia data, including images, audio and video recordings; • Support and feedback data, including troubleshooting requests and feedback submitted in relation to Microsoft services; • Diagnostic and service data relating to the operation and use of Microsoft 365. Where a specific activity involves special categories of personal data, the applicable categories and legal basis are defined in the corresponding processing record and privacy statement. Certain data are optional, while other data may be required for statutory, contractual or operational purposes.
Special data categories / criminal-offence data	The processing may involve special categories of personal data where required by a specific activity carried out through Microsoft 365. • Special categories may include data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data, health data, and data concerning sex life or sexual orientation. • Where such data are processed, the applicable condition under Article 10(2) of Regulation (EU) 2018/1725 is determined by the specific processing activity and documented in the corresponding record and privacy statement. • Criminal convictions and offences data may also be processed in specific cases, such as staff selection and recruitment, in accordance with Article 11 of Regulation (EU) 2018/1725 and the relevant dedicated processing record.
Retention period	Personal data are retained only for as long as necessary for the relevant Microsoft 365 service and the specific processing activity concerned. ELA-specific retention periods are defined in the corresponding processing records and privacy statements. For data processed by Microsoft as processor: • Identification/customer data: retained while the user account or subscription remains active and, where applicable, for up to 90 days after termination; • User-pattern data: up to 5 years; • Content and multimedia data: up to 180 days after expiration or termination of the subscription; • Support, feedback, diagnostic and service data: up to 180 days after expiration or termination; • Log files: up to 6 months.
Categories of recipients	Access to personal data is limited to recipients who require it for the relevant Microsoft 365 processing activity. • Authorised ELA staff on a need-to-know basis; • External processors and service providers supporting Microsoft 365 services; • Other EU institutions, bodies and agencies, where relevant; • External individuals or members of the public where personal data are shared through the relevant communication or collaboration service.
Are there any transfers of personal data to third	No personal data are transferred to third countries or international organisations in the context of this processing activity.

countries or international organisations?	
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0013
Title of the processing activity	European Job Days
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, EURES Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional contact: eures@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland For events and Social media: Ecorys Brussels / Ecorys Europe N.V. Rue Belliard 12, 1040 Brussels, Belgium.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing supports organisation and delivery of European Job Days, including participant registration, employer and vacancy profiles, applications, interviews, chat/video interaction, event communications and statistics.
Purpose of the processing	The processing supports the organisation and operation of European (Online) Job Days (EOJD), with the aim of promoting cross-border job mobility and matching jobseekers with employers across Europe. It includes: registration and management of jobseeker and employer accounts for specific events; publication and sharing of job profiles, vacancies and CVs for recruitment and matching purposes; communication between jobseekers, employers and EURES staff, including live chats and online event participation; management of EOJD newsletters for employers and event organisers; and organisation of mutual-learning activities for EOJD event organisers.
Legal basis for the processing	The processing is carried out on the basis of the data subject's consent under Regulation (EU) 2018/1725. Article 5(1)(d) of Regulation (EU) 2018/1725, based on the data subject's consent to the processing of personal data for one or more specific purposes; Where health data or other special categories of personal data are processed, Article 10(2)(a) of Regulation (EU) 2018/1725 applies, based on the data subject's explicit consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects involved in European (Online) Job Days: • Authorised ELA Information and EURES Unit staff; • Jobseekers; • Employers; • EURES Advisers and event organisers.
Data categories	The processing may involve the following categories of personal data, depending on the type of participant and EOJD activity concerned: Jobseeker identification and contact data, including name, e-mail address and preferred language; Jobseeker profile and statistical data, including gender, nationality, country of residence and education level; CV and professional information voluntarily provided by jobseekers; Employer and company representative data, including company name, address, size, sector of activity, and the representative's name, function, telephone number and e-mail address; Enquiry and communication data submitted through the platform; Newsletter subscription data, including name, surname, organisation, EURES membership type, country, language and e-mail address;

	Mutual-learning event data, including identification and organisational details and, where necessary for reimbursement, travel and accommodation information.
Special data categories / criminal-offence data	The processing may involve health data where jobseekers or participants provide information concerning special needs or assistance requirements. Such data are processed on the basis of the data subject's explicit consent, in accordance with Article 10(2)(a) of Regulation (EU) 2018/1725.
Retention period	Personal data are retained only for as long as necessary for the relevant EOJD activity, as follows: Jobseeker data: 12 weeks after the event, extendable up to 6 months and renewable for a further 6 months with renewed consent; Employer data: 12 weeks after the event, extendable up to 12 months and renewable for a further 12 months with renewed consent; Newsletter data: for as long as the registered user remains active in the EURES network; Mutual-learning event data: 1 year after the event.
Categories of recipients	Access to personal data is limited to recipients involved in the organisation and delivery of European (Online) Job Days and related EURES services. Authorised staff of the ELA Information and EURES Unit; Jobseekers and employers participating in the relevant EOJD event, where information is made available as part of the recruitment and matching process; EURES Advisers involved in supporting or organising the relevant event.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0014
Title of the processing activity	ELA mediation activities
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit, Cooperation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia, Functional mailbox: mediation@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers ELA's mediation activities in disputes between Member States concerning the application of Union law within ELA's mandate. It includes the management of ELA mediators and the Working Group on Mediation, as well as mediation procedures initiated by Member States, ELA or SOLVIT.
Purpose of the processing	The processing supports ELA in facilitating the resolution of disputes between Member States and contributing to fair labour mobility and the effective coordination of social security systems. Its purpose is to enable a structured mediation process aimed at reconciling divergent positions and facilitating mutually acceptable solutions
Legal basis for the processing	The processing is carried out on the basis of the applicable legal framework governing ELA's mediation activities. - Article 5(1)(a) of Regulation (EU) 2018/1725, as 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 ELA; - Regulation (EU) 2019/1149 establishing the European Labour Authority; - Management Board Decision No 17/2021 of 10 November 2021 on the Rules of Procedure for ELA mediation. Where special categories of personal data are processed: - Article 10(2)(a) applies to trade union membership data, on the basis of the data subject's explicit consent; - Article 10(2)(h) may apply to health data relevant to a specific dispute. Personal data relating to individuals concerned by mediation cases should be anonymised by the Member States before submission to ELA. Any personal data received unintentionally in relation to an individual case are not intended to be processed and are deleted.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects involved in ELA mediation activities: - ELA staff involved in mediation and related financial or administrative support; - Representatives of Member States; - Representatives of the European Commission; - Social partner representatives; - External experts; - Staff of national administrations officially appointed in connection with mediation procedures.
Data categories	The processing may involve the following categories of personal data, depending on the mediation activity concerned: - Identification and contact data, including name, surname, nationality, gender, e-mail address, postal address, telephone number and photograph; - Professional and organisational data, including position, organisation, responsibilities, professional background, areas of expertise, language skills and appointment or nomination details;

	• Mediation-related administrative data, including case allocation, training information and declarations of absence of conflict of interest; • Working Group data, including participation in meetings and events, assigned tasks, opinions, reports, agendas and summaries of deliberations; • Mediation procedure data, including Member State and NLO contact details, representatives involved in the dispute, requests for mediation, case summaries, applicable Union law, invitations, acceptance/refusal letters and non-binding opinions; • Mediation Board composition data, including members' names, nationality and role; • Where cases originate from SOLVIT, pseudonymised case references may be processed. Personal data relating to individuals concerned by the underlying dispute are expected to be anonymised before submission to ELA and are not intended to be processed by the ELA Mediation Team. Financial and reimbursement data relating to experts are processed separately under the relevant procurement and contract-management record.
Special data categories / criminal-offence data	The processing may involve special categories of personal data where relevant to ELA mediation activities. • Trade union membership, processed on the basis of explicit consent under Article 10(2)(a) of Regulation (EU) 2018/1725; • Health data, where relevant to a specific dispute, processed under Article 10(2)(h); • Criminal convictions and offences data, which may be processed in specific cases involving alleged abuse of EU labour mobility rules, in accordance with Article 11. Personal data relating to individuals concerned by mediation cases should be anonymised before submission to ELA and are not intended to be processed by the Mediation Team.
Retention period	Personal data are retained only for as long as necessary for the relevant mediation activity, as follows: • Data related to ELA mediators and Management Board experts: 5 years after the person ceases to hold the relevant role; • Data related to the ELA Working Group on Mediation: 5 years after the person ceases to be a member or after the Working Group is closed; • Data related to mediation procedures: 5 years.
Categories of recipients	Access to personal data is limited to recipients involved in the management, assessment and follow-up of ELA mediation activities, on a need-to-know basis. • Authorised staff of the Cooperation Support Unit, the ELA Mediation Team, the Executive Director, the Management Board and, where relevant, the Finance, Budget and Procurement Team; • Representatives of Member States and the European Commission; • The Administrative Commission for the Coordination of Social Security Systems; • Social partner organisations at EU and national level; • External experts; • The general public, where information is published in accordance with the applicable mediation rules.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0015
Title of the processing activity	National Liaison Officers (NLOs) activities on cooperation and exchange of information with Member States
Controller organisational entity	European Labour Authority, Operations Department, Coordination and Liaison (NLOs and Brussels Office) Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: cooperation-nlos@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the operational activities carried out by National Liaison Officers (NLOs), including the management of national contact points, information requests, consultations, meetings and exchanges with competent national authorities.
Purpose of the processing	The processing aims to facilitate effective cooperation and timely information exchange between Member States in matters relating to cross-border labour mobility. It supports the application and enforcement of Union law, including the handling of individual cross-border cases and measures to prevent and address cross-border fraud.
Legal basis for the processing	The processing is carried out on the basis of the legal framework governing ELA's cooperation and information-exchange activities. - Article 5(1)(a) of Regulation (EU) 2018/1725, as 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 ELA; - Regulation (EU) 2019/1149, in particular Articles 7 and 32, concerning cooperation, information exchange and the role of National Liaison Officers; - Regulation (EU) No 1024/2012 (IMI Regulation), where applicable to administrative cooperation and information exchange. Where special categories of personal data, such as health data or trade union membership, are processed, the applicable conditions under Article 10(2)(a), (b) and (h) of Regulation (EU) 2018/1725 apply, depending on the specific circumstances.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: - ELA staff involved in cooperation and NLO activities, including the Cooperation and NLOs Office and the Head of the Cooperation Support Unit; - Individuals who are the subject of information exchanges through IMI, EESSI or related cooperation channels; - National IMI and EESSI coordinators; - Authorised IMI and EESSI users within competent national authorities.
Data categories	The processing may involve the following categories of personal data, depending on the cooperation activity concerned: - Identification and professional contact data, including name, surname, organisation, Member State, e-mail address, telephone number and job position; - Cooperation and case-management data, including requesting/requested Member State, competent national authorities, type and subject of request, area of cooperation, case status, dates, outcome and response time; - Information contained in requests or enquiries concerning the application of Union law;

	Where necessary for specific individual cases, pseudonymised references and related administrative data, such as IMI reference numbers, social security identifiers, trade union membership data, VAT/registration or fiscal information. ELA and the NLOs do not have direct access to the underlying IMI or EESSI systems; where such references are used, they are treated as pseudonymised information.
Special data categories / criminal-offence data	The processing may involve sensitive data in specific cross-border cooperation cases. - Trade union membership and health data may be exchanged where necessary for the handling of an individual case, subject to Article 10(2)(a), (b) and/or (h) of Regulation (EU) 2018/1725, as applicable; - Such information is generally processed in pseudonymised form, as ELA and the NLOs do not have direct access to the underlying systems; - Criminal convictions and offences data may also be exchanged for certain types of requests, in accordance with Article 11 of Regulation (EU) 2018/1725.
Retention period	Personal data are retained only for as long as necessary for the relevant cooperation activity, as follows: - Contact-point data: for as long as the person remains in the relevant role or continues to collaborate with ELA; - Data related to cooperation or information-exchange requests: 5 years after closure of the case; - Data related to requests concerning the application of EU law: 1 year after closure of the case, after which personal data are anonymised and may be retained for statistical or historical purposes.
Categories of recipients	Access to personal data is limited to authorised recipients involved in cooperation and information-exchange activities. - Authorised staff of the ELA Cooperation and NLOs Office; - National IMI Coordinators and ELA contact points in Member States; - Authorised IMI users within competent national authorities.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0016
Title of the processing activity	Management of missions and authorised travel, including the online tool MiPS (Missions Processing System)
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, Finance, Budget and Procurement Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: resources@ela.europa.eu
Name and contact details of processor(s)	-Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. -Office for the Administration and Payment of Individual Entitlements of the European Commission (PMO) Avenue de Tervueren 41 / Tervurenlaan 41 1049 Bruxelles/Brussels Belgium - <u>External travel agency</u> : American Express global business travel Lenneke Marelaan 6, 1932 Zaventem (Brucargo)
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the management of missions and authorised travel through MiPS and related administrative processes, including the preparation and authorisation of mission orders, booking of transport and accommodation, management of travel-related expenses, preparation of expense claims, verification by PMO and reimbursement by ELA. External service providers may also be involved in travel arrangements.
Purpose of the processing	To enable travel arrangements and the payment and/or reimbursement of resulting expenses, while ensuring the cost-effective management of missions and authorised travel of ELA staff. External service providers are used where necessary for the management of travel arrangements.
Legal basis for the processing	The processing is carried out on the basis of the legal framework governing missions and authorised travel: • Article 5(1)(a) and (b) of Regulation (EU) 2018/1725, as 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 ELA and for compliance with a legal obligation; • Staff Regulations of Officials and Conditions of Employment of Other Servants, in particular Articles 11, 12, 13 and 17; • Commission Decision C(2002) 4367 establishing the Office for the Administration and Payment of Individual Entitlements; • Commission Decision C(2017) 5323 on the implementation of mission expenditure and authorised travel. Where health data or trade union membership data are processed, the applicable conditions under Article 10(2)(b), (d) and (e) of Regulation (EU) 2018/1725 apply.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns the following categories of data subjects: • ELA staff undertaking missions or authorised travel; • External contractors, where they are involved in the relevant processing activity.
Data categories	The processing may involve the following categories of personal data: • Identification and professional contact data, including title, name, surname, date of birth, login, personnel/PER ID number, place of employment, office address, professional telephone number and e-mail address; • Mission and authorised-travel data, including destination and transit locations, departure and return times, means of transport, hotel details, professional commitments, mission agenda and mission report; • Financial and administrative data, including bills/invoices, bank account number, relevant budget heading, MiPS mission/travel number and confirmation number;

	• Traveller-profile information, where voluntarily provided, including mobile telephone number, nationality, passport details and number, credit-card number, authorised reservation contacts and travel preferences.
Special data categories / criminal-offence data	The processing may involve trade union membership data and health data. Trade union membership may be visible where travel is undertaken at the request of a trade union and charged to its budget. Health-related information may be processed where specific travel arrangements, an accompanying person, or reimbursement of health-related travel costs are required. Medical certificates uploaded to MiPS indicate the authorised or recommended travel arrangements and their validity without specifying the underlying medical condition.
Retention period	Personal data are retained only for as long as necessary for the relevant mission and financial-management purposes: • Scanned documents: 7 years after the last payment; • Sampled documents: 7 years after the last payment; • Information held by the contracted travel agency: retained in accordance with the applicable contractual retention provisions.
Categories of recipients	Access to personal data is limited to authorised recipients involved in the processing activity, including: • Line managers and authorising officers; • Mission managers; • ELA Financial Team; • European Commission PMO; • External travel agency.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0018
Title of the processing activity	ELA Loan management system for ICT equipment
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, ICT and Digitalisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ithelpdesk@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the management of loans of ICT equipment to ELA staff, including the submission and handling of borrowing requests, allocation of equipment to identifiable users, recording of the loan and return dates, confirmation of receipt and return, and management of the related administrative records. ICT equipment may include laptops, screens and smartphones used at home, in the office, for meetings or during missions.
Purpose of the processing	The processing aims to establish and manage a loan management system for ICT equipment for ELA staff. In particular, it aims to: • Support safe, efficient and effective working from home; • Improve day-to-day administration; • Ensure business continuity in the Authority; • Keep track of ICT equipment allocated to a specific identifiable end user for a defined period.
Legal basis for the processing	The processing is carried out on the basis of the legal framework governing the management and functioning of ELA's ICT infrastructure. • Article 5(1)(a) of Regulation (EU) 2018/1725, as 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 ELA; • Recital 22 of Regulation (EU) 2018/1725, in the context of processing necessary for the management and functioning of the Authority and its ICT infrastructure.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: • ELA staff, including borrowers and, where applicable, persons submitting requests on their behalf; • ELA ICT Team; • Head of CTO – Corporate Services Unit.
Data categories	The processing may involve the following categories of personal data: • Identification data, including the borrower's name and, where applicable, the requestor's name; • Professional contact data, including professional e-mail address, telephone number, office address and Unit/Team; • Request-management data, including Request ID; • ICT equipment data, including type of equipment, laptop serial number, asset tag number, laptop model and information concerning the condition of the equipment upon arrival or return; • Loan-management data, including the date on which the equipment was loaned and returned; • Confirmation and acceptance data, including hand signature and the laptop acceptance form.
Special data categories / criminal-offence data	No special categories of personal data or criminal-offence data are processed in the context of this activity.
Retention period	Personal data are retained only for the period necessary to manage the ICT equipment loan: • Request ID, borrower's name and contact details, including the dates of loan and return: 30 days after the equipment is returned;

	• After the 30-day retention period: only aggregated data are retained for statistical purposes.
Categories of recipients	Access to personal data is limited to authorised recipients involved in the management of ICT equipment loans: • ELA ICT Team: access to the basic information relating to a request, including the borrower's name, contact details, ICT equipment allocated and the duration of the loan; • Head of CTO – Corporate Services Unit: access to statistical data only.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0019
Title of the processing activity	ELA Work Programme activities
Controller organisational entity	European Labour Authority, Operations Department, Coordination and Liaison (NLOs and Brussels Office) Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: governance@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the planning, organisation, implementation, monitoring and reporting of ELA's annual Work Programme and related activities, including the preparation of the Single Programming Document and the use of the Operational Plan Application. The application supports the registration and monitoring of planning items, implementation activities, progress updates and completed activities.
Purpose of the processing	The processing aims to support the planning and execution of ELA's annual Work Programme. In particular, it enables ELA to: • Plan, monitor and evaluate its scientific and technical support activities; • Allocate human and financial resources to different work entities and projects; • Identify contact points for different work entities; • Facilitate the follow-up of time spent on different activities, particularly contractual work; • Register, organise, plan, control and monitor activities and their implementation through the Operational Plan Application.
Legal basis for the processing	The processing is carried out on the basis of the legal framework governing ELA's programming, planning and reporting activities. • Article 5(1)(a) of Regulation (EU) 2018/1725, as 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 ELA; • Article 5(1)(b) of Regulation (EU) 2018/1725, as the processing is necessary for compliance with a legal obligation to which ELA is subject; • Regulation (EU) 2019/1149 establishing the European Labour Authority; • Financial Regulation (EU, Euratom) 2018/1046; • Commission Delegated Regulation (EU) 2019/715 – Framework Financial Regulation; • Commission Communication C(2020) 2297 final of 20 April 2020, Annex I, concerning Single Programming Document guidelines; • Commission Communication C(2020) 2297 final of 20 April 2020, Annex II, concerning the Consolidated Annual Activity Report template.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns the following category of data subjects: • ELA staff involved in Work Programme, programming, planning, implementation, monitoring and reporting activities.
Data categories	The processing may involve the following categories of personal data: • Identification data, including name and surname; • SPD-related data, including comments and contributions to documents and reports coordinated by the Governance and Coordination Unit; • Organisational data, including Unit and Sector;

	• Operational planning data, including year, strategic objective, Single Programming Document activity, action type and output type; • Activity-management data, including whether an activity is planned or on demand, its priority level, planned start and end dates, title and short description.
Special data categories / criminal-offence data	No special categories of personal data or criminal-offence data are processed in the context of this activity.
Retention period	Personal data are retained only for as long as necessary for the preparation and management of the relevant working documents: • Personal data contained in working documents: retained while the document remains under preparation and deleted or removed as soon as they are no longer necessary; • Once the document is final: references to personal data are removed; • Final documents without personal-data references: retained for 10 years, in accordance with the ELA Specific Retention List concerning Strategic Programming and Reporting.
Categories of recipients	Access to personal data is limited to authorised recipients involved in Work Programme activities: • ELA staff on a need-to-know basis, who may access preparatory documents, contributions and comments; • Members of the ELA Management Board, who receive information relating to the relevant Units and activities. The European Commission, European Parliament and Council do not receive the personal data collected; only anonymised and aggregated information is presented to them.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0022
Title of the processing activity	ELA Public consultations/Surveys/Questionnaires/Quiz
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, Information Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. The relevant functional mailbox is to be specified by the Unit/Team launching the particular consultation, survey, questionnaire or quiz.
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland; • External contractor, where applicable: the Unit/Team launching the targeted consultation may engage an external company to conduct it. Where that company processes personal data on behalf of ELA, it acts as processor pursuant to Article 3(12) of Regulation (EU) 2018/1725. The specific processor and its contact details depend on the individual consultation and applicable contract.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the organisation and conduct of ELA public and targeted consultations, surveys, questionnaires and quizzes in order to collect and analyse feedback from ELA staff and external stakeholders. Activities may be conducted online, by e-mail, in writing or orally through interviews, focus groups, workshops or meetings, and may involve tools such as EUSurvey. Contributions may be collected, analysed, recorded, organised, stored, consulted, used and, where applicable and subject to the relevant conditions, published.
Purpose of the processing	The processing aims to obtain feedback on ELA's work and activities from its different stakeholders and, where relevant, to monitor and evaluate public opinion on ELA and thematic issues relating to its activities and policies. In particular, the processing supports: • ELA's performance monitoring framework, including external evaluations and performance indicators; • Learning and improvement purposes based on stakeholder feedback; • Targeted consultations with ELA staff, where necessary to obtain views informing human resources management and the functioning of the Authority; • Collection of views from specific stakeholder groups through targeted consultation mechanisms.
Legal basis for the processing	The processing is based on the participation and consent of the data subjects in the relevant consultation, survey, questionnaire or quiz. • Article 5(1)(d) of Regulation (EU) 2018/1725, where the data subject has given consent to the processing of personal data for one or more specific purposes; • Where special categories of personal data are processed, Article 10 of Regulation (EU) 2018/1725 applies; • In particular, Article 10(2)(a) of Regulation (EU) 2018/1725 may apply where the data subject has given explicit consent to the processing of special categories of personal data for one or more specified purposes. The specific legal basis and, where relevant, the applicable Article 10(2) condition must be determined for each particular targeted consultation.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: • ELA staff, where they participate in internal or targeted consultations; • External stakeholders and other individuals who are invited to participate in, are subject to, or respond to a targeted consultation, survey, questionnaire or quiz.
Data categories	Only personal data necessary for participation in the relevant consultation are intended to be collected. The categories may vary depending on the specific activity and may include: • Identification data, including name and surname; • Professional data, including profession, job position/function and organisation;

	• Location data, including country of residence; • Contact data, including e-mail address and/or telephone number; • Identification of self-employed persons, where the respondent contributes on their behalf; • Information concerning the physical, economic, cultural or social identity of the respondent, insofar as it does not constitute special-category data under Article 10; • Information included in responses or contributions, including personal opinions where required by the consultation; • Consent information, including a dated and signed consent form; • Other personal data voluntarily provided by respondents in the context of their contribution; • Where applicable, photographs, audio recordings and video recordings.
Special data categories / criminal-offence data	Special categories of personal data may be processed only in limited cases where necessary for the specific targeted consultation and where an applicable condition under Article 10(2) is satisfied. Such data may include: Racial or ethnic origin, Political opinions, Religious or philosophical beliefs, Trade union membership, Genetic data, Biometric data used for uniquely identifying a natural person, Health data, Data concerning a person's sex life or sexual orientation. Where such data are processed, the data subjects must be fully informed and explicit consent under Article 10(2)(a) may constitute the applicable condition.
Retention period	Personal data are retained only for as long as necessary for the relevant consultation activity: • Personal data collected in the course of a survey: deleted or anonymised within 12 months after the end of the survey; • Replies published with the explicit consent of the data subject: may be retained for 5 years; • Where applicable, published photographs and/or audio or video recordings, following explicit consent, may also be retained for 5 years.
Categories of recipients	Access to personal data is limited according to the specific consultation and the need-to-know principle. Recipients may include: • Authorised staff of the ELA Unit/Team launching the targeted consultation, who may have access to all relevant data categories; • Authorised staff of an external contractor, where a contractor is engaged, who may have access to participants' raw data for analysis and processing in accordance with the relevant contract; • Authorised staff of other EU institutions, agencies or bodies commissioning a survey, who in principle receive only anonymised, aggregated and non-identifiable information, unless otherwise specified in the specific Privacy Statement; • The general public, where personal data are published on ELA websites with the relevant consent; in such cases, the published information may be accessible to Internet users worldwide.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0023
Title of the processing activity	ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, open/celebration/information days and visits
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, Information Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. The relevant functional mailbox is specified in the Privacy Statement applicable to the particular event, meeting or visit. The specific Privacy Statements are adapted to the Unit/Team responsible for the individual activity.
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland; • External event-management or other service provider, where applicable: where an external company organises or supports an event and processes personal data on behalf of ELA, it acts as a processor and is subject to the relevant contractual data-protection and confidentiality obligations.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu.
Description	The processing covers the organisation and management of ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, information/open days and visits. It includes registration and participation management, invitations and communications, access to ELA premises, event logistics, travel and reimbursement arrangements where applicable, preparation and distribution of event materials, follow-up activities, photographs and audiovisual recordings, and live-streaming or use of digital event platforms.
Purpose of the processing	The processing aims to organise, manage and follow up ELA events and visits. In particular, it supports: • Management of registrations, invitations and participant lists; • Provision of information to participants before, during and after an event or meeting and processing of applications for participation; • Management of access to ELA premises and communication with visitors; • Organisation of travel, accommodation and reimbursement, where applicable; • Preparation, publication and distribution of reports and other event-related documentation; • Event follow-up, follow-up meetings, actions and information sharing; • Taking and publication of photographs and audiovisual material, where applicable; • Live-streaming and management of digital or online events, including the use of relevant platforms and tools.
Legal basis for the processing	The applicable legal basis depends on the specific event, meeting or visit and the personal data processed. • Article 5(1)(a) of Regulation (EU) 2018/1725, for processing necessary for ELA's public-interest tasks, including the organisation and management of events, meetings and visits. • Regulation (EU) 2019/1149, together with Regulation (EU) 2016/589, Article 11 TEU and Article 15 TFEU, provides the underlying legal framework for these activities. • Article 5(1)(c), where processing is necessary for the performance of a contract, for example with a speaker or other participant. • Article 5(1)(d), where processing is based on consent, including optional activities such as photographs, recordings, participant-list sharing, dietary or accessibility requirements. • For visits, mandatory access/security data are processed under Article 5(1)(a), while voluntary data are processed under Article 5(1)(d). • Where special categories of personal data are processed, Article 10 of Regulation (EU) 2018/1725 applies, generally on the basis of explicit consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: • ELA staff invited to, organising or participating in events and meetings; • External participants and visitors invited to or participating in ELA events and visits; • Speakers, organisers and experts participating in events;

	• Representatives of organisations and other EU institutions or bodies participating in relevant activities; • Minors participating in events, where applicable, together with the relevant parent, guardian or carer for the required authorisation. For viewers accessing an ELA event solely through third-party live-streaming, ELA does not collect or have access to identifiable viewer information where interactive features are disabled.
Data categories	Depending on the type of event or visit, the processing may involve: • Identification data, including name, surname, date and place of birth, nationality, title and gender where required; • Professional and organisational data, including organisational unit, organisation represented and, where relevant, professional information or CV/evaluation information for events with restricted participation; • Contact data, including address, office/mobile telephone number, fax number and e-mail address; • Identity-document data, including type and number of identity document and its place/date of issue; • Travel and accommodation data, including hotel information, flight details, destination and departure/arrival times; • Financial data, including banking information where reimbursement of experts or participants is required; • Event and meeting information, including attendance lists, minutes, reports, presentations and other relevant documentation; • Photographs, pictures, live-streaming footage and audio/video recordings of speakers, organisers and participants, where applicable; • Data concerning minors, including name, date/place of birth and the authorisation/signature of the parent, guardian or carer, where applicable; • Visit-specific data, including mandatory identification data and voluntary information such as the visiting group's sector of occupation and group-leader contact details; • Consent and preference information, where participants opt in or opt out of particular processing activities.
Special data categories / criminal-offence data	Special categories of personal data may be processed where necessary for the organisation of a particular event or visit: • Health-related information, in particular dietary requirements; • Accessibility or special-assistance requirements, where needed to accommodate a participant or visitor. For visits, such information may be collected where special assistance is requested before or during the visit.
Retention period	Retention depends on the type of event and the applicable specific Privacy Statement: • General personal data collected for an event: normally deleted 6 months after the last action linked to the event, according to the current record; • Sensitive data relating to dietary, accessibility or similar requirements: deleted 1 month after the last action for which the information is needed; • Access/badge-related data: retained for 6 months after the last action linked to the event; • Visits – mandatory identification data: deleted 2 years after the last action relating to the specific visit; • Visits – voluntary data: retained for 6 months and then deleted; • Visits – special assistance/dietary requirements: deleted as soon as no longer necessary and no later than 1 month after the end of the visit; • Visits – photographs and videos: deleted 2 years after the last action relating to the specific visit; • Audio-visual recordings of live-streamed events: retained for 2 years after the event and then deleted; • Other photographs and audiovisual material: retained only for the period necessary for the relevant purpose and follow-up; the applicable period is further specified in the specific Privacy Statement of the event; • Reports containing personal data: archived according to the ELA filing plan and Specific Retention List, generally for 5 years, while records concerning visits may be retained for up to 10 years where applicable; • Personal data used for future mailing: retained under the separate processing activity DPR-ELA-2022-0024 – Contact lists & network partners databases, until the relevant subscription/contact-list basis ends.
Categories of recipients	

	Access to personal data may be provided, depending on the type of event, to: • ELA officials and other authorised staff responsible for organising and managing the event or visit; • ELA system administrators, where necessary for the relevant electronic services; • Other ELA services, where necessary for purposes such as access control, logistics or reimbursement; • ELA Security Service/Receptionists, who may receive participant lists for access-control and entrance-permission purposes; • External contractors and service providers, where they support the organisation or management of the event; • Other EU institutions and bodies, where they participate in or co-organise the relevant activity; • Other participants, where participant lists or meeting documentation are shared in accordance with the specific Privacy Statement; • The general public, where reports, photographs, audiovisual material or other event-related personal data are published in accordance with the applicable arrangements; • Individuals following ELA's website or official communication/social-media channels, where event content, live-streaming or recordings are made publicly available.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register. The Privacy Statement applicable to the specific type of activity should be consulted: Privacy Statement on events / Privacy Statement on visits / Privacy statement on live streaming events

Reference number	DPR-ELA-2022-0024
Title of the processing activity	ELA Contact lists & network partners databases
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, Information Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. The relevant functional mailbox is specified in the Privacy Statement applicable to the particular contact list or network.
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland; • External contractor, where applicable: personal data may be communicated to an external entity assisting ELA in fulfilling the purpose for which the contact list or database is managed. Such contractors are subject to contractual data-protection and confidentiality obligations.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the creation, maintenance and use of contact lists and databases of ELA partners, stakeholders and network members. These lists support ELA's cooperation and communication with individuals and organisations involved in its activities, as well as the distribution of information to persons interested in ELA's work.
Purpose of the processing	To maintain professional contacts and support communication, cooperation, stakeholder engagement and performance of ELA's statutory tasks.
Legal basis for the processing	The applicable legal basis depends on the nature of the particular contact list or network: • Article 5(1)(a) of Regulation (EU) 2018/1725, where processing is necessary for ELA's public-interest tasks, including contact lists of persons designated or appointed to participate in ELA groups or networks; • Article 5(1)(d) of Regulation (EU) 2018/1725, where individuals have consented to be included in contact or distribution lists, for example recipients of newsletters, stakeholders and participants in networks or groups;
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: • ELA staff involved in ELA activities, labour mobility across the Union and coordination of social security systems; • External stakeholders and partners involved in ELA activities, labour mobility and social security coordination; • Members of networks and groups cooperating with ELA; • Members of the public who wish to receive information about ELA activities.
Data categories	The processing may involve the following categories of personal data: • Identification data, including title, gender, name and surname, nationality, and place/date of birth; • Professional and organisational data, including company/organisation name and position; • Contact data, including private and/or professional e-mail address, postal address, telephone/fax number and website; • Preference and interest data, including fields of interest, preferred/default language and preferred information-distribution format.
Special data categories / criminal-offence data	No special categories of personal data or criminal-offence data are processed in the context of this activity.
Retention period	Retention depends on the legal basis applicable to the particular contact list: • Personal data processed under Article 5(1)(a) – public interest: retained for as long as the data subject collaborates with ELA in the relevant position on the basis of the applicable appointment or contract;

	• Personal data processed under Article 5(1)(d) – consent: retained for as long as ELA continues its activities in support of labour mobility and social security coordination, or until the data subject requests deletion from the list.
Categories of recipients	Access to personal data may be provided to: • Authorised officials and other staff of ELA; • External entities assisting ELA in fulfilling the purpose for which the data are managed, where applicable; • Natural or legal persons, public authorities, agencies or other third parties, where relevant to the specific processing activity; • The general public, where personal contact data are published on an ELA publicly available website following the data subject's opt-in consent; • Members of the ELA Management Board, where personal data are shared among Board members or published on ELA websites on the basis of Article 5(1)(d) of Regulation (EU) 2018/1725.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register. Privacy Statement (consent) / Privacy Statement (public interest) / Privacy Statement authorisation form

Reference number	DPR-ELA-2022-0025
Title of the processing activity	ELA process of personal data related to internal and external audits
Controller organisational entity	European Labour Authority, Legal and Regulatory Affairs Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: compliance@ela.europa.eu
Name and contact details of processor(s)	• Mazars – Independent external auditors, SKY PARK OFFICES 1, Bottova 2A, 811 09 Bratislava; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the support and coordination of internal and external audits of ELA, including financial controls, desk checks, financial verifications and audits of contracts and financial transactions. Audits are mainly carried out by the Internal Audit Service of the European Commission (IAS), the European Court of Auditors (ECA) and independent external auditors. The processing may involve access to information and supporting documentation necessary for auditors to assess ELA's management and control systems, contractual compliance and the legality and regularity of financial transactions.
Purpose of the processing	The processing aims to support and coordinate the performance of internal and external audits. In particular, it supports: • Financial controls, desk checks and financial verifications; • Audits of contracts, including verification of contractors', subcontractors' and third parties' compliance with contractual and financial provisions; • Verification of the proper implementation of contracts; • Assessment of the legality and regularity of financial transactions underlying implementation of the EU budget; • Assessment of ELA's management and control systems and financial management by the competent internal and external auditors. Data-protection audits performed by the EDPS are covered separately by DPR-ELA-2022-0004 – Monitoring, investigative, auditing and consultative activities of the DPO.
Legal basis for the processing	The processing is carried out on the basis of the legal framework governing ELA's internal and external audit and financial-control obligations. • Article 5(1)(a) of Regulation (EU) 2018/1725, as 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 ELA; • Article 5(1)(b) of Regulation (EU) 2018/1725, as the processing is necessary for compliance with a legal obligation to which ELA is subject; • Regulation (EU) 2019/1149 establishing the European Labour Authority; • Article 287 TFEU, concerning the audit of the Union's finances by the European Court of Auditors; • Management Board Decision No 21/2020 of 15 December 2020 on ELA's Financial Rules; • Regulation (EU, Euratom) 2018/1046 – Financial Regulation, including Articles 160–179 concerning procurement procedures; • Where special categories of personal data are exceptionally processed, Article 10(2)(g) of Regulation (EU) 2018/1725 applies, as the processing is necessary for reasons of substantial public interest.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: • Natural persons within ELA carrying out, supporting or participating in an internal or external audit; • IAS and ECA auditors in active service;

	• Natural persons employed by EU institutions or agencies who are subject to an audit performed at ELA; • Any other natural person who is the subject of an audit performed at ELA (auditee).
Data categories	Depending on the nature and scope of the audit, the processing may involve: • Contact and professional data, including name, company, e-mail address, telephone/mobile number, fax number, professional postal address, function, department and country of residence; • Financial and contractual data, including IBAN and BIC codes, VAT number, passport or ID number, timesheets, salary slips, accounts and details of costs; • Mission and supporting documentation, including mission information and reports, travel-cost supporting documents and mission minutes; • Information from local IT systems used to declare costs as eligible; • Selection and eligibility information, including expertise, technical skills, languages, educational background, professional experience and current or previous employment; • Copies of identity documents, where relevant; • Specific case-involvement data; • Website-related data, where cookies are accepted, including IP address and language preference; • Other personal data contained in records or supporting documents relevant to the audit, depending on the nature of the grant, contract or activity audited.
Special data categories / criminal-offence data	The purpose of the audit activity is not to collect special-category or criminal-offence data. However, because auditors may need access to personal data already processed by ELA or its processors, such information may exceptionally become accessible during an audit. Special categories under Article 10 may exceptionally include: Racial or ethnic origin, Political opinions, Religious or philosophical beliefs, Trade union membership, Genetic data, Biometric data used for uniquely identifying a natural person, Health data, Data concerning a person's sex life or sexual orientation. Such processing is foreseen only in very exceptional cases and does not constitute the main purpose of an audit. Where it occurs, the applicable condition is Article 10(2)(g) of Regulation (EU) 2018/1725 – substantial public interest. Criminal convictions and offences: the record indicates that, in very rare exceptional cases, data falling under Article 11 might be processed by the IAS or ECA. Such data do not constitute the main aim of the audit, since audit activities are not intended to investigate particular individuals or their conduct.
Retention period	Personal data are retained only for as long as necessary for the audit activity, in accordance with ELA's retention rules: • Internal audit reports: 10 years; • Audit documents and records, including audit working papers and time-registration documents: 7 years; • Files concerning ECA reports, including drafts and follow-up: 7 years; • At the end of the retention period, audit reports are transferred to ELA's historical archives; • Supporting documents, including audit working papers and time-registration documents, are destroyed at the end of the applicable retention period.
Categories of recipients	Personal data may be accessed or received by the following recipients, according to their role in the audit: • ELA Executive Director's Office / Legal and Compliance, including authorised staff on a need-to-know basis and, in particular, the ELA Internal Control and Audit Officer; • ELA Executive Director; • ELA Management Board, to which IAS reports are presented; • Internal Audit Service of the European Commission (IAS);

	• European Court of Auditors (ECA); • Independent external auditors / contractors involved in the relevant audit. The relevant auditor may access all data categories necessary for the audit. The ECA provides statements of assurance to the European Parliament and the Council on the reliability of the accounts and the legality and regularity of the underlying transactions.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0026
Title of the processing activity	Personal Data on Social Media
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, Information Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: communication@ela.europa.eu
Name and contact details of processor(s)	-Ecorys Europe EEIG-GEIE Rue Belliard 12 1040 Brussels Belgium -ELA staff are provided with MS O365 Office products to be able to access work documents from different devices and locations, and to carry out ELA's tasks. In this case, the processor will be: Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	European Labour Authority Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers ELA's use and management of social media channels, including monitoring interactions with ELA content, responding to users, analysing publicly available information and platform analytics, promoting ELA activities, using LinkedIn Lead Gen Forms and assessing the performance of social-media communication. ELA does not use external social-media monitoring tools and relies on built-in platform analytics and publicly available statistics. Social-media platforms act as separate controllers for the data processed through their services.
Purpose of the processing	The processing aims to use social media to inform and engage with ELA's audiences and to understand how users discuss ELA policies and initiatives. In particular, it supports: • Informing social-media audiences about ELA policies, activities and initiatives; • Engaging with citizens and the general public, including responding to comments and questions; • Targeting and advertising, to increase awareness of EU policies and engagement opportunities; • Identifying and collaborating with influencers who may help disseminate ELA activities; • Reporting and optimisation, through analysis of the performance of social-media posts; • LinkedIn Lead Gen Forms, to improve interactions with individuals interested in ELA's mandate, objectives and activities.
Legal basis for the processing	The applicable legal basis depends on the specific social-media activity: • Article 5(1)(a) of Regulation (EU) 2018/1725, as the processing related to qualitative media monitoring and the operation and maintenance of ELA's social-media presence is necessary for the performance of ELA's tasks carried out in the public interest; • Regulation (EU) 2019/1149 establishing the European Labour Authority, which provides the underlying mandate for ELA's public-interest activities; • Article 5(1)(d) of Regulation (EU) 2018/1725, for processing through LinkedIn Lead Gen Forms, where the individual has consented to the processing for that specific purpose.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: • ELA staff members who engage on social-media platforms; • External natural persons who engage with ELA through social-media platforms, including citizens, journalists and staff of other EU institutions, agencies or bodies; • Where relevant, public figures, professionals and influencers whose publicly available social-media content relates to EU or ELA activities.

Data categories	Depending on the information publicly available through the relevant social-media platform, the processing may concern: • Identification and profile data, including name, username, user ID and geographical area; • Personal characteristics, including age, gender, family status, native language and nationality; • Professional and educational information, including occupation, organisation/company, employment history, academic record and publications; • Photographs and videos; • Engagement data, including likes, favourites, comments and shares relating to particular topics; • LinkedIn profile information, where a user interacts through LinkedIn Lead Gen Forms; • Network and connection information, including reach and connections; • Sentiment and comments relating to ELA or relevant EU topics; • Publicly available information concerning public figures, including public statements concerning EU or ELA activities; • Audiovisual and metadata information, such as location associated with a photograph, file-creation date, voice recordings, video recordings or images. ELA does not save the underlying personal data obtained from social-media platforms on its own systems. ELA primarily analyses and stores aggregated data, such as visitors, clicks, likes and geographical statistics. Individual quotations may exceptionally be used as examples; these are anonymised by removing the profile picture and name, except where they concern public figures, influencers or persons posting professionally about the EU or ELA.
Special data categories / criminal-offence data	No special categories of personal data or criminal-offence data are processed as part of this activity.
Retention period	Personal data and related records are retained according to the relevant data category: • Personal data derived from user profiles and related network/connection information: may be retained for a maximum of 5 years, or until the user deletes the relevant social-media account; • Aggregated and numeric performance data: may continue to be retained for reporting purposes; • Selected audiovisual content: may be permanently preserved in accordance with the ELA Filing Plan and Specific Retention List for historical and audiovisual-heritage purposes; • Paper and electronic records concerning day-to-day correspondence, calls for proposals/interest, related contractual or financial files and reports containing aggregated data: retained in ARES for 10 years, subject to sampling and selection techniques; • Audiovisual recordings of specific ELA events: may be subject to a separate retention period specified in the relevant event Privacy Statement. Personal data are retained only as long as necessary for relevant follow-up actions; once the applicable retention period expires, data are removed or anonymised/aggregated for statistical purposes, as appropriate
Categories of recipients	Access to data is limited according to the nature of the information and the relevant processing purpose: • Authorised ELA personnel, on a need-to-know basis, responsible for carrying out the processing activity; • Authorised ELA Communications Team staff, who have access to the aggregated information and relevant publicly available information analysed through social-media platforms; • Authorised contractors, where necessary for carrying out the processing activity and subject to applicable confidentiality obligations; • The general public, in respect of information published by ELA on its websites or social-media channels, which can be accessed by Internet users worldwide.

	The record identifies ELA staff as the internal recipient category, while actual access to processed information is restricted to authorised personnel in accordance with the need-to-know principle.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0027
Title of the processing activity	Personal Data on ELA Corporate Web Presences
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, Information Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: communication@ela.europa.eu Data subjects can always request the deletion of their data by contacting the controller at compliance@ela.europa.eu Data subjects can contact the ELA to be informed about its data protection rights at data protection@ela.europa.eu Data subjects can request additional information about the Authority or its activities at info@ela.europa.eu
Name and contact details of processor(s)	European Commission, Directorate-General for Informatics (DG DIGIT), 1049 Brussels, Belgium.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the management of personal data displayed or otherwise processed through ELA's corporate website. The website provides information on ELA's work and publishes information concerning ELA management, staff, Management Board members, Stakeholder Group and Working Group members, representatives participating in meetings with the Executive Director, and other persons connected with ELA activities.
Purpose of the processing	The ELA Communication Sector processes personal data for the management of ELA's main website, which aims to: • Inform the general public about ELA's work, including general information, news, events, background information, official documents and policy information; • Provide links to specialised tools and applications; • Engage with website users, including by enabling them to contact ELA staff through individual or functional mailboxes; • Provide access to tools through which users may opt in to surveys or register for events, for which separate Privacy Statements apply.
Legal basis for the processing	The applicable legal basis depends on the specific processing: • Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for a task carried out in the public interest or in the exercise of official authority vested in ELA; • Article 5(1)(b) – processing necessary for compliance with a legal obligation to which ELA is subject; • Article 5(1)(d) – processing based on the data subject's consent for one or more specific purposes. Where trade union membership data are processed, Article 10 applies. The applicable conditions may be Article 10(2)(a), (b), (e) or (g), depending on the specific processing.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern: • ELA Management Board members; • ELA senior management and other ELA staff whose information is published on the website; • Experts and members of the Stakeholder Group and Working Groups; • Representatives of organisations, self-employed persons and their collaborators/employees attending meetings with the ELA Executive Director; • Other persons related to ELA's work who may be referred to in ELA publications or website content.
Data categories	Depending on the category of data subject and the relevant publication, personal data may include: • Identification data, including name and surname;

	• Professional and organisational data, including organisation, organisational address, position, country, academic/job title, function and ELA Unit; • Professional profile information, including personal biography, CV, publications and professional achievements; • Professional contact data, including work e-mail address and work telephone number; • Photographs / personal pictures; • Management Board data, including organisation represented, position and country; • Stakeholder Group and Working Group data, including country/delegation, status as member or alternate, and affiliation/organisation; • Meeting-related information, including organisation, date and title of the event and minutes; • Consent records, where consent is required for publication; • Other information voluntarily chosen by the data subject for publication.
Special data categories / criminal-offence data	The processing may include trade union membership information. • Article 10 of Regulation (EU) 2018/1725 therefore applies where such data are processed; • Applicable conditions may include explicit consent [Article 10(2)(a)], employment/social-protection obligations [Article 10(2)(b)], data manifestly made public by the data subject [Article 10(2)(e)], or substantial public interest [Article 10(2)(g)].
Retention period	Personal data are retained only for the period necessary for the relevant purpose: • Personal data relating to representatives of Member States, EU institutions or organisations are retained for the duration of the relevant mandate; • Once the member no longer performs the relevant activities, the relevant identification data are deleted; • Where publication is based on consent, the applicable retention period is specified in the relevant consent form.
Categories of recipients	Personal data may be accessible to: • The general public / any website visitor, in relation to personal data published on ELA's website; • ELA staff with access to the Content Management System (CMS), who have access only to the personal data published on the website; • The European Commission, which has access to website cookie information; • Authorised ELA staff on a need-to-know basis, who receive only aggregated information through Europa Analytics. ELA staff with CMS access do not have access to individual cookies or IP addresses relating to website visits.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0028
Title of the processing activity	ELA data processing related to leave-absence-compensation management
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: leaves@ela.europa.eu
Name and contact details of processor(s)	• European Commission – Directorate-General for Human Resources and Security (DG HR) and Directorate-General for Informatics (DG DIGIT), 1049 Brussels, Belgium. DG HR is the system owner of SYSPER 2, while DG HR and DG DIGIT maintain the system and provide technical and business support; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the management of ELA staff members' leave, absence, recuperation, part-time work and related rights and entitlements, primarily through the European Commission's SYSPER 2 Time Management module. It includes submission and validation of leave and absence requests, verification of supporting documentation, management of presence and working time, and generation of relevant statistics. Rights may be calculated automatically in SYSPER 2, but the calculations are reviewed by the ELA HR Sector.
Purpose of the processing	The processing aims to ensure the sound and efficient management of staff members' rights and entitlements relating to: • Annual leave and recuperation; • Special and sick leave; • Part-time work; • Parental and family leave; • Leave on personal grounds and other absences; • Verification of supporting documentation, such as marriage, birth, adoption, death and sickness certificates; • Management of presence and working time, including telework, office presence and missions; • Generation of anonymous statistics concerning leave, absence and working-time categories.
Legal basis for the processing	The processing is carried out on the basis of: • Article 5(1)(a) of Regulation (EU) 2018/1725, as processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA; • Regulation (EU) 2019/1149 establishing the European Labour Authority; • Staff Regulations, Articles 57–60 and Annex V; • Conditions of Employment of Other Servants, Articles 11, 16, 17, 18, 58, 81 and 91. Where special categories of personal data are processed, the applicable conditions under Article 10(2) may include (b) employment and social-security obligations, (f) legal claims, (g) substantial public interest and (h) preventive/occupational medicine and assessment of working capacity.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns: • ELA staff, including temporary agents, contract agents, seconded national experts, National Liaison Officers, trainees and other agency staff; • Relatives of ELA staff, where information concerning them is necessary for certain types of special, family or sick leave, including spouses, children and relatives in the ascending line.

Data categories	Depending on the type of leave or absence, the following personal data may be processed: • Identification and employment data: name and personal number; • Leave/absence data: dates of leave, sickness, absence or recuperation and type of request; • Additional information: reasoning, address, telephone number and comments, where provided; • Sick-leave information: whether the absence is with or without a medical certificate; • Supporting documentation for special leave, including marriage, birth, adoption or death certificates and evidence concerning competitions, examinations, volunteering activities or parental circumstances; • Travel-related information, where relevant, including country, ZIP code and city; • Relationship/family information, including information concerning a partner or relatives where necessary for family or special leave; • Medical information, including information concerning illness and, in cases of chronic serious illness of a relative, medical documentation sufficient for the Medical Service to assess the seriousness and chronic nature of the illness.
Special data categories / criminal-offence data	The processing may involve the following special categories of personal data under Article 10: • Trade union membership, in connection with certain other absences; • Genetic data, where relevant; • Health data, particularly in connection with sick leave, family leave or special leave; • Data concerning sexual orientation, where relevant to particular special-leave entitlements.
Retention period	Leave and absence records are retained in the personal/HR file for the periods set by Staff Regulations, payroll and ELA retention rules; supporting medical data are subject to restricted access and specific retention.
Categories of recipients	Authorised HR/payroll staff and approving managers; Commission corporate HR service providers; medical service where applicable; internal/external auditors and competent authorities where required.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0029
Title of the processing activity	ELA concerted and joint inspections
Controller organisational entity	European Labour Authority, Operations Department, Enforcement and Analysis Unit, Inspections Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: inspections@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland; • PROPAGER – NEWS TRAVEL, 70 Boulevard de Reuilly, 75012 Paris, France – administrative tasks and logistics, including local transportation, interpretation and catering for on-site labour inspection visits and online/in-person meetings; • TRAVEX / Travex S.A., Parvis de la Trinité 8, 1050 Brussels, Belgium – travel and accommodation; • Translation Centre for the Bodies of the European Union, Bâtiment Technopolis Gasperich, 12E rue Guillaume Kroll, L-1882 Luxembourg – translation of documents; • Uni Systems, 19–23 Al. Pantou Street, 176 71 Athens, Greece – Internal CJI Management System / case-management system; • SPARK Legal Network (EU) BVBA, Rue des Deux Eglises 39, 1000 Brussels, Belgium – consultancy services. These processors are bound by contracts defining the applicable services, responsibilities and personal-data-protection requirements.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the planning, organisation, implementation and follow-up of cross-border concerted and joint inspections (CJIs) coordinated and supported by ELA. It includes preparation of agreements and inspection plans, coordination between participating authorities, management of inspectors and other participants, logistical arrangements, execution of the inspection and preparation of post-inspection reports and follow-up activities. Importantly, Member State authorities must remove or anonymise personal data relating to individuals concerned by the underlying inspection case before transmitting case documents to ELA. ELA does not intend to process personal data of such individuals; if such data are transmitted accidentally, they are to be deleted as soon as detected and an anonymised/redacted version requested.
Purpose of the processing	The processing supports ELA's role in coordinating and supporting concerted and joint inspections concerning labour mobility across the Union. In particular, it covers: • Planning and coordination of cross-border CJIs requested by one or more Member States; • CJIs suggested by ELA on its own initiative to Member State authorities; • Cases brought to ELA's attention by social partner organisations at national level; • Preparation and management of the written agreement on cross-border CJI and, where applicable, the inspection plan; • Implementation and operational coordination of the inspection; • Preparation of the Post-Inspection Report and implementation of follow-up actions; • Preparation of reports, studies and annual or ad-hoc information relating to inspection findings.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for ELA's public-interest tasks; • Regulation (EU) 2019/1149, in particular Articles 4, 8 and 9, on ELA's coordination and support of concerted and joint inspections; • For trade union membership data, where applicable, Article 10(2)(a), (b) and (e) of Regulation (EU) 2018/1725.

Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following persons participating in, supporting or otherwise involved in the organisation of CJIs: • ELA staff; • Staff of Member State, EEA and Swiss administrations / national enforcement authorities; • Staff and representatives of social partner organisations at national level potentially involved in a case; • Employers, insofar as their representatives/contact persons are relevant to the organisation of the CJI; • Staff or representatives of EU institutions, bodies and agencies, such as Europol, Eurojust or Cedefop; • Participants from relevant European networks, such as SLIC, AQUAPOL or ROADPOL; • ELA contractors, interpreters and translation-service personnel; • Interpreters and cultural mediators; • Other external contractors and service providers. Individuals concerned by the underlying inspection case are not intended to be data subjects of ELA's processing under this Record: case documentation submitted to ELA must have their personal data removed or anonymised.
Data categories	The categories of personal data depend on the person's role in the CJI and may include: • CJI agreement / administrative data: name, role or position, organisation, telephone number, e-mail address, signature and information concerning the inspection, including format, timeframe, scope, inspection plan and meeting details; • Inspectors and visiting officials: name, role/function, organisation, telephone, e-mail, team composition, coordinator role, languages spoken, professional credentials, passport/identity-card information, signature and country; • Inspection documentation: handwritten notes of observations, pictures/videos and reports; • Case-related background information: general description of the complaint/case, Member States involved, employers concerned, previous measures, motivation for the request and relevant national/EU legislation. Such information must be provided to ELA without identifiable personal data of the persons concerned by the case; • Aggregated inspection information: sector/entity to be inspected, participating stakeholders/persons, number of companies and number/categories of mobile workers concerned; • Interpreters/cultural mediators: name, surname, languages spoken, nationality, ID/passport details, company, telephone, e-mail, travel and accommodation information and signature; • ELA staff / case handlers / NLOs: name, surname, Unit, position/status, languages spoken, contributions to reports and signature; • Observers and other stakeholders: name, surname, role, organisation represented, country, languages spoken, signature and other information necessary for organising related meetings/events; • Reimbursement data: name, surname, nationality, ID/passport details, travel/flight information and accommodation details.
Special data categories / criminal-offence data	The processing may involve trade union membership information in relation to representatives of social partner organisations at national level, including trade unions, that bring or participate in cases concerning CJIs. • Trade union membership: may therefore constitute special-category data under Article 10 of Regulation (EU) 2018/1725;
Retention period	Retention depends on the relevant data category: • Identification data of CJI participants: maximum 5 years; • Personal data of interpreters, cultural mediators and other possible stakeholders: 2 years after submission of the Post-Inspection Report by the Member State; • Personal data of signatories to CJI Agreements and Inspection Plans: administrative information may be retained for historical and archival purposes; • More generally, files relating to inspections under Articles 8–9 of Regulation (EU) 2019/1149 are retained for a

	maximum of 5 years; • After that period, personal data are anonymised, while the resulting information may be retained for historical purposes.
Categories of recipients	Access to personal data is provided according to involvement in the particular inspection and the need-to-know principle. Relevant recipients include: • Authorised staff of ELA's Enforcement and Analysis Unit and ELA National Liaison Officers (NLOs); • ELA Executive Director, where relevant; • ELA Finance Sector, for reimbursement purposes; • Authorised staff / enforcement authorities of the Member States involved in the particular inspection. Responsible ELA staff and the Member State authorities concerned may access the data categories relating to the inspection in which they participate, including where cooperation consists only of an exchange of case information without an on-site visit. For cases brought by social partner organisations at national level, the social partner organisation receives only general information containing pseudonymised data. ELA does not further transfer additional personal information received between the relevant Member State authorities/social partners. Anonymised statistics and reports may subsequently be shared with the European Commission, European Parliament, ELA Partner Agencies and other stakeholders; as anonymised information, these are not treated as disclosure of personal data.
Are there any transfers of personal data to third countries or international organisations?	Yes. Personal data may be transferred to Switzerland in the context of CJIs involving Swiss authorities. • Third country: Switzerland; • The transfer relies on the European Commission adequacy decision applicable to Switzerland; • Transfers to international organisations: No transfers occur or are planned.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement(s) published in ELA's public register.

Reference number	DPR-ELA-2022-0030
Title of the processing activity	Staff promotion and reclassification procedure
Controller organisational entity	European Labour Authority, People and Organisation Sector.
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: hr@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers ELA's annual promotion/reclassification procedure for temporary and contract agents, including identification of eligible staff, comparative assessment of merits, preparation and publication of lists, examination by the Joint Reclassification Committee, adoption of final reclassification decisions by the Executive Director and handling of complaints against non-inclusion. The exercise takes place after completion of the annual appraisal exercise.
Purpose of the processing	The processing aims to conduct the annual reclassification exercise of ELA temporary and contract agents and manage complaints concerning non-inclusion in the relevant lists. The assessment is based on the comparative merits of eligible staff, taking into account appraisal reports, use of languages and the level of responsibilities exercised.
Legal basis for the processing	• Article 5(1)(a) and (b) of Regulation (EU) 2018/1725; • Regulation (EU) 2019/1149 establishing ELA; • Article 45 of the Staff Regulations; • Articles 54 and 87(3) of the CEOS; • ELA Management Board Decisions No 09/2021 and No 10/2021 on reclassification of Temporary Agents and Contract Agents.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	This processing activity includes the following data subjects' categories: • ELA Temporary Agents; • ELA Contract Agents; • Members of the Joint Reclassification Committee.
Data categories	For Temporary and Contract Agents: • Name, surname and personal number; • Grade and step, contract duration, job title, career stream, function group, seniority date in grade and statutory link; • Current and previous job assignments and relevant working conditions, including teleworking where applicable; • Number of days of leave on personal grounds/unpaid leave during the reference period; • Comparative merits, appraisal reports, use of languages and level of responsibilities exercised; • Average career equivalence, multiplication rates and budgetary impact. For the Joint Reclassification Committee: • Name, surname, job title, function, grade and Unit; • Deliberations, documents and votes; • Signed conflict-of-interest declarations; • Complaints received by the Committee.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.

Retention period	• Individual reclassification decisions and other documents included in personnel files: retained for 10 years following termination of employment or the last pension payment; • List of staff members reclassified: retained for historical and archival purposes; • Deliberations and documents of the Joint Reclassification Committee remain confidential.
Categories of recipients	Personal data may be accessible to: • Executive Director and Heads of Unit; • Joint Reclassification Committee; • ELA HR Sector, according to the need-to-know principle; • PMO, for salary modifications resulting from reclassification; • ELA statutory staff, in relation to lists of staff eligible, proposed and finally promoted/reclassified published on Insite; • In case of an appeal or litigation: ELA Legal Officer, European Commission DG HR Complaints Unit, European Ombudsman, Court of Justice of the European Union and authorised external persons involved in litigation. The Executive Director and Joint Reclassification Committee have access to all relevant data categories.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0031
Title of the processing activity	Anti-harassment procedure
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: anti-harassment@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers ELA's informal anti-harassment procedure, led by appointed confidential counsellors, for persons seeking assistance in situations perceived as psychological or sexual harassment. It covers the opening, handling and closure of informal cases, including interaction with the alleged victim, alleged harasser and witnesses. The Record also covers the selection and appointment of ELA confidential counsellors. Processing is carried out under a high degree of confidentiality.
Purpose of the processing	The processing aims to protect the dignity of persons and prevent psychological and sexual harassment at work. In particular, it supports: • Performance of the informal anti-harassment procedure; • Provision of listening, assistance, support, information and accompaniment by confidential counsellors; • Management of information and evidence necessary to handle an informal harassment case; • Selection and appointment of confidential counsellors, including assessment against applicable eligibility, selection and exclusion criteria.
Legal basis for the processing	• Article 5(1)(a) and (b) of Regulation (EU) 2018/1725; • Regulation (EU) 2019/1149 establishing ELA; • Staff Regulations, in particular Articles 1d, 12 and 12a; • CEOS, Articles 10, 11, 80 and 81; • ELA Management Board Decision No 6/2022 of 15 March 2022 on protecting dignity and preventing psychological and sexual harassment. Where special-category data are necessary, the relevant conditions may include Article 10(2)(a), (b), (c), (e) and (f).
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern: • Confidential counsellors and candidates for appointment as confidential counsellors; • Alleged victims of psychological or sexual harassment; • Alleged harassers; • Witnesses involved in an informal procedure; • ELA staff, regardless of grade or type of employment; • Trainees and other persons working at ELA under contracts governed by national law.

Data categories	Depending on the part of the procedure, the following data may be processed: • Confidential counsellors: name, surname, e-mail, advice provided and reports; • Candidates for confidential counsellor positions: name, surname, gender, e-mail, employment status, information concerning eligibility, exclusion and selection criteria, self-assessment application form and signed declaration on honour; • Alleged victim and alleged harasser: name, surname, e-mail, Unit/Team and information or evidence concerning the alleged harassment; • Witnesses: name, surname, e-mail, Unit/Team and description of facts/declarations; • Case-related documents and information, depending on the particular circumstances of the informal procedure. Data collected must be adequate, relevant and not excessive, assessed by the confidential counsellors on a case-by-case basis.
Special data categories / criminal-offence data	Depending on the circumstances of an individual harassment case, information may exceptionally include special categories of personal data only where strictly necessary for the informal procedure, including: Racial or ethnic origin, Political opinions, Religious or philosophical beliefs, Trade union membership, Health data, Data concerning sex life or sexual orientation.
Retention period	Retention depends on the outcome and type of processing: • Informal procedure where the alleged harasser was not informed or no further action was taken: 3 months from the decision that no further action will be taken / the alleged harasser will not be informed; • Informal procedure where the alleged harasser was informed: 3 years from the moment the alleged harasser was informed / from receipt of the relevant completed forms by HR; • Non-selected confidential counsellor candidates: personal data are deleted immediately after completion of the selection and appointment procedure; • Selected confidential counsellors: data are retained for the duration of the 2-year appointment term, renewable, and deleted once the term ends; • Anonymous statistics may be shared with ELA staff.
Categories of recipients	Access is strictly limited according to the confidentiality and need-to-know principles. Depending on the circumstances, personal data may be accessible to: • Confidential counsellor(s) handling the informal procedure; • HR Officer responsible for the anti-harassment procedure, particularly opening/closing forms and confidential statistical forms; • Alleged victim and alleged harasser, insofar as required by the procedure; • Another confidential counsellor, with the alleged victim's agreement, where necessary due to conflict of interest, prolonged absence or withdrawal of the counsellor; • Medical Service, Welfare Officers, Head of Human Resources and Executive Director, where necessary in cases of serious danger; normally with the alleged victim's agreement, except where a person may be in serious danger; • Disciplinary Board, where required under the applicable procedure; • Executive Director and Head of Human Resources, where necessary to identify multiple or recurrent harassment cases; • HR Manager and/or Legal Officer, in case of complaints; • Selection Panel, for the selection and appointment of confidential counsellors; • Where required for control, dispute or legal proceedings: European Ombudsman, Court of Justice of the European Union, EDPS and competent national judicial authorities. Under Article 3(13) of Regulation (EU) 2018/1725, public authorities receiving data in the framework of a particular inquiry are not regarded as recipients for that inquiry.

Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0032
Title of the processing activity	ELA Intranet Collaborative Platform
Controller organisational entity	European Labour Authority, Operations Department, Coordination and Liaison (NLOs and Brussels Office) Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: governance@ela.europa.eu
Name and contact details of processor(s)	-Unisystem S.M.S.A 19-23 Pantou Alexandrou Street, 176 71 Kallithea Attica Greece -Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers ELA's centralised internal Intranet and collaborative platform , built on Microsoft SharePoint technologies and used across the Authority. It includes user profiles, internal corporate content, collaborative workspaces, access and browsing information, and content-management/publishing activities. The platform contains dedicated spaces for ELA Units, Sectors, teams and horizontal corporate functions.
Purpose of the processing	The processing supports the provision and operation of ELA's internal collaborative platform in order to: • Provide personalised corporate information to active ELA staff; • Facilitate access to internal information, systems and tools; • Support internal communication and information dissemination; • Foster staff engagement; • Enable more effective collaboration and knowledge sharing across ELA; • Host and manage internal news, pages, documents, images, videos and collaborative content.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725, as the processing is necessary for the performance of ELA's tasks carried out in the public interest or in the exercise of official authority; • Regulation (EU) 2019/1149 establishing the European Labour Authority.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• Active ELA staff; • ELA external contractors with authorised access to the platform; • Staff from other EU institutions, bodies or agencies, where authorised to use the platform
Data categories	The processing may include: • User profile and identification data imported or reused from SharePoint/Azure Active Directory, including name, position, work e-mail, telephone number, office location and, where the user has opted in through SYSPER, profile picture; • Information concerning recently visited content and interactions with colleagues; • Names, pictures, videos and recordings from social or professional events and meetings; • Personal data contained in internal news and published content; • Access history and browsing activity; • Content-management and publishing activity, including the user's name and timestamps associated with the creation or modification of pages, documents and other content.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	Retention depends on the category of data:

	• User identifier and core-profile data: deleted 1 month after the user leaves ELA; • Content-management/publishing activity: deleted 30 days after the relevant item has been deleted; • Names, pictures, videos and recordings from events/meetings: generally deleted within 2 years from collection, in accordance with DPR-ELA-2022-0023 and the specific event Privacy Statement; • News and associated pictures/videos/recordings: deleted 30 days after the relevant item itself is deleted; • Access history and browsing activity: deleted 1 month after the user leaves ELA; • Backups: retained for 1 month.
Categories of recipients	Access depends on role and operational need: • ELA staff, who can access standard professional profile information of other users, including name, title, work telephone/e-mail, department, office location and job position; • SharePoint/Intranet technical team, which has overall technical access to information stored on the platform strictly for maintenance and improvement purposes; • Site owners/managers, in accordance with applicable platform standards and settings; • Authorised ELA external contractors, where necessary for technical support and platform management; • HR.IDOC/HR.DS, where user data and activity are required in an investigation concerning suspected illegal activity, under the separate ICT security investigations processing activity.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0033
Title of the processing activity	ELA declarations related to professional ethics
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: hr@ela.europa.eu
Name and contact details of processor(s)	-European Commission: Directorate General Human Resources and Security (DG HR) and Directorate General Informatics (DG DIGIT), European Commission, 1049 Bruxelles/Brussel, Belgium -Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the management and assessment of professional-ethics declarations and requests for authorisation submitted by current and former ELA staff. Requests are handled through the SYSPER ETHICS module or, for certain procedures, through paper forms/Ares workflows. ELA HR assesses the information, obtains relevant managerial opinions and prepares the case for a decision by the Appointing Authority.
Purpose of the processing	The processing aims to ensure high standards of professional ethics, integrity, independence and prevention of conflicts of interest, and to manage requests/declarations relating to: • Outside professional activities; • Activities during leave on personal grounds or after leaving the service; • Gifts, hospitality and decorations; • Professional activities of a spouse; • Publications relating to EU activities; • Participation in election campaigns or election to public office; • Conflict-of-interest declarations.
Legal basis for the processing	• Article 5(1)(a) and (b) of Regulation (EU) 2018/1725; • Staff Regulations, Articles 11, 11a, 12b, 13, 15, 16, 17, 17a and 40, and relevant provisions of Annex VIII; • CEOS, Articles 11 and 81; • Commission Decision C(2018) 4048 final of 29 June 2018 on outside activities and professional activities after leaving the service; • Code of Good Administrative Behaviour; • Guidelines on the Prevention and Management of Conflict of Interests. Where special-category data are processed, the applicable condition is Article 10(2)(g) – substantial public interest.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• Current ELA staff; • Former ELA staff, where ethical obligations continue after leaving the service. Information concerning other persons, notably a spouse, may also be included where relevant to a specific ethical declaration.
Data categories	Depending on the declaration, data may include:

	• Identification and employment data: surname, first name, administrative status, staff number, gender, PerId, grade, duties, telephone, address, assignment and job description; • Outside-activity information: description and nature of activity/post, timetable, duration, financial arrangements, links with ELA duties and type of leave; • Spouse's professional activity: description and nature of the spouse's post, timetable, duration and possible links with ELA; • Conflict-of-interest information: nature and circumstances of the actual or potential conflict; • Public-office/election information: duties, duration, working hours, remuneration and compatibility with ELA duties; • Publication information: title, subject, publisher, publication date and content; • Gifts and hospitality: description, origin, estimated value, justification, amount/context and links with official duties; • Managerial opinions, approvals and the final decision of the Appointing Authority.
Special data categories / criminal-offence data	Depending on the particular ethical declaration, processing may include: Political opinions, Religious or philosophical beliefs, Trade union membership, Health data, Data concerning sex life or sexual orientation. Such processing is based on Article 10(2)(g) of Regulation (EU) 2018/1725, where necessary for reasons of substantial public interest.
Retention period	All personal data relating to the relevant ethical declaration are retained for 10 years following termination of employment or the last pension payment, as the declarations form part of the staff member's personnel file under ELA's filing plan and specific retention list.
Categories of recipients	Access may be provided, according to the need-to-know principle, to: • Authorised ELA HR Team staff; • Line managers / Heads of Unit, Team or Sector involved in the assessment; • ELA Appointing Authority; • Authorised DG HR and DG DIGIT staff, where necessary for SYSPER technical or business support; • For audit/control/investigation purposes: European Court of Auditors, IAS and OLAF; • For review or litigation: European Ombudsman, EDPS, General Court and Court of Justice of the European Union, where necessary. Public authorities receiving information in the context of a particular inquiry are not considered "recipients" for that inquiry under Article 3(13) of Regulation (EU) 2018/1725.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0034
Title of the processing activity	Management of personal files of ELA staff (SYSPER)
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: hr@ela.europa.eu
Name and contact details of processor(s)	• European Commission, Directorate-General for Human Resources and Security (DG HR / HR.D.2), Rue Montoyer 34, 1000 Brussels, Belgium – SYSPER system owner; • European Commission, Directorate-General for Digital Services (DG DIGIT), 1049 Brussels, Belgium – SYSPER system provider and technical support.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the creation, digitisation, maintenance and management of individual personnel files of ELA staff through the NDP ("Numérisation des Dossiers Personnels") module of SYSPER. The files contain documents and institutional decisions relating to staff members throughout recruitment, employment, career development and termination of service, as well as relevant documents concerning their family members. ELA HR identifies, scans/uploads and validates documents in NDP so that they can be securely consulted by the staff member and authorised file managers.
Purpose of the processing	The processing aims to manage the individual personnel files of ELA staff and settle their statutory rights and entitlements. In particular, it enables: • Creation and digital management of individual personal files; • Digitisation, uploading, indexing, movement and deletion of documents within those files; • Secure access by staff members and authorised file managers; • Documentation of institutional decisions concerning recruitment, career, employment conditions, rights and obligations, family situation and termination of service; • Transfer of the personal file to another EU institution/body where applicable.
Legal basis for the processing	• Article 5(1)(b) of Regulation (EU) 2018/1725, as the processing is necessary for compliance with a legal obligation to which ELA is subject; • Article 26 of the Staff Regulations, applicable by analogy to temporary and contract staff through Articles 11 and 81 of the CEOS. Where special categories of personal data are contained in the personnel file, the Record identifies Article 10(2)(b), (f) and (h) of Regulation (EU) 2018/1725 as applicable, depending on the circumstances.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns: • ELA officials; • Special advisers; • Temporary agents; • Auxiliary agents; • Contract agents; • Former and retired ELA staff, including persons whose employment has ended; • Family members of staff, including parents, grandparents, children, spouses, recognised legal partners/civil partners and, where relevant, other dependants.
Data categories	The personnel file may contain a broad range of employment and personal documentation, including: • Education and qualifications: diplomas, language and training certificates;

	• Professional experience: employment certificates, contracts, employer references and payslips; • Recruitment and appointment documents: offer letters, vacancy notices, job descriptions, contracts and appointment decisions; • Medical fitness certificates; • Identification and contact information, including personal information sheets, address and emergency-contact information; • Pension and financial-entitlement information; • Career and assessment information, including grading, probation, promotions, reclassification, transfers, secondments and contract renewals; • Leave and work-pattern information, including leave on personal grounds, maternity/foster leave, parental/family leave, part-time work and teleworking; • Outside activities, conflicts of interest, allowances, overtime and administrative complaints; • Personal and family documents, including birth, marriage, partnership, divorce/separation, custody, adoption and death certificates, nationality documents, passport/ID, residence documents, military/civil service records and driving licence; • Bank/legal-entity information and financial rights/entitlements, including relevant PMO and JSIS forms.
Special data categories / criminal-offence data	Personal files may contain special-category data indirectly or incidentally where necessary for employment-related purposes, including: Racial or ethnic origin, Religious or philosophical beliefs, Political opinions in certain statutory requests, Trade union membership in certain outside-activity documentation, Health data, including medical fitness and invalidity-related information, Sexual orientation, potentially revealed through marriage/legal-partnership documentation, Biometric information, potentially contained in passports or identity documents. Article 26 of the Staff Regulations expressly prohibits the personnel file from containing references to the staff member's political, trade-union, philosophical or religious activities/views, racial or ethnic origin or sexual orientation; however, some required documents may indirectly reveal such information. Criminal-offence data: A criminal record may be collected and included in the staff member's private file.
Retention period	The following retention periods are included in this processing activity: • ELA individual personnel file (paper and electronic): retained for 10 years following termination of employment or the last pension payment; • Personnel file stored in the European Commission NDP system: retained for at least 100 years after recruitment and 8 years after termination of the rights of the beneficiaries concerned. Where a staff member transfers to another EU institution, ELA loses access to the NDP file following the transfer.
Categories of recipients	Access is strictly limited according to role and need to know. It may include: • Authorised ELA HR Sector staff, with ad-hoc and limited access to personnel files; • The staff member concerned, who may securely consult their own personnel file through SYSPER/NDP; • Authorised European Commission DG HR, PMO and DG DIGIT staff, where required to support ELA HR and operate the relevant systems; • External lawyers, exceptionally and only for specific and limited purposes, subject to contractual data-protection safeguards; • Authorised personnel-file staff of another EU institution/agency/body, where the staff member's personnel file is transferred following interinstitutional mobility; • Former or retired staff members, who may continue to obtain access to their own files upon request.

	Public authorities receiving information in the context of a specific inquiry are subject to Article 3(13) of Regulation (EU) 2018/1725 and are not regarded as recipients for that particular inquiry.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0035
Title of the processing activity	ELA call for papers, proposals or ideas
Controller organisational entity	European Labour Authority, Operations Department, Coordination and Liaison (NLOs and Brussels Office) Sector. The ELA organisational entity responsible for managing the relevant call, depending on the specific call concerned.
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: the functional mailbox of the ELA organisational entity responsible for the relevant call, as specified in the Privacy Statement attached to that call.
Name and contact details of processor(s)	Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the organisation and management of ELA calls for papers, proposals or ideas, including collection of submissions through EUSurvey, evaluation of submitted proposals by an ELA evaluation committee, selection of relevant solutions and, where applicable, publication of information concerning awarded proposals on ELA's website.
Purpose of the processing	The processing aims to support ELA in identifying and promoting innovative approaches and solutions relevant to labour mobility and cross-border cooperation. In particular, it is used to: • Collect and evaluate papers, proposals or ideas submitted under ELA calls; • Identify the most relevant innovative solutions; • Present selected solutions to relevant Member State national authorities; • Award selected proposals and, where applicable, publish a summary of the solutions on ELA's website; • Support the sharing and dissemination of good practices and innovative digital approaches.
Legal basis for the processing	• Article 5(1)(d) of Regulation (EU) 2018/1725, based on the data subject's consent, as participation in the call is voluntary; • For the publication of the names of authors of papers, scientific publications or reports and persons mentioned therein, the template identifies Article 5(1)(a), where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• Individuals voluntarily participating in a specific ELA call; • Members of the evaluation committee; • Authors or other persons whose personal data may appear in scientific publications, reports, acknowledgements or citations included in submitted material.
Data categories	Depending on the submission, personal data may include: • Participant identification/contact data: gender, name, surname, organisation, position, telephone number, e-mail address and short biography; • Proposal-related information: submitted papers/documents, abstracts, descriptions of tools or ideas and supporting materials such as videos, audio files, presentations or demonstrations; • Publication-related information: names of authors of scientific publications or reports and, where included in acknowledgements/citations, affiliation and contact details; • Evaluation Committee data: name, surname, organisation, contact details, function/position and short biography; • Where publication is foreseen, certain data such as name, organisation and abstract of the proposed tool/solution may be published following the applicable consent.

Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	Retention depends on the category of data: • Personal data of participants: maximum 4 years after consent is given. After that period, renewed consent is required; if consent is not renewed, the data are deleted; • Personal data linked to scientific publications and reports cited on ELA websites: retained for as long as the relevant publications or reports remain displayed; • Personal data of Evaluation Committee members: retained for 1 year after the proposals are evaluated and the awarded proposals have been publicly published.
Categories of recipients	Access/disclosure may include: • Authorised ELA staff responsible for managing the call; • Members of the Evaluation Committee, who have access to the data categories necessary to evaluate submissions; • General public / Internet users, for personal data intentionally published on ELA websites, such as information concerning awarded proposals; • Where required by law, relevant public authorities may receive data in the context of a specific inquiry.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0036
Title of the processing activity	Administrative inquiries and disciplinary procedure
Controller organisational entity	European Labour Authority, Executive Director (ED)
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional contact: Cosmin.Boiangiu@ela.europa.eu
Name and contact details of processor(s)	European Commission services supporting administrative inquiries/disciplinary procedures where applicable; Microsoft Ireland Operations Limited.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers preliminary assessments, administrative inquiries, pre-disciplinary proceedings, disciplinary proceedings and suspension proceedings carried out by ELA. It includes the collection and examination of information, documents, facts, witness testimonies and other evidence necessary to establish the circumstances of a case and determine whether disciplinary consequences may arise.
Purpose of the processing	The purpose is to conduct, in accordance with the applicable rules: • Preliminary assessments; • Administrative inquiries; • Pre-disciplinary proceedings; • Disciplinary proceedings; • Suspension proceedings; and to establish the relevant facts and determine whether disciplinary action is warranted.
Legal basis for the processing	• Article 5(1)(b) of Regulation (EU) 2018/1725 – processing necessary for compliance with a legal obligation; • Regulation (EU) 2019/1149 establishing ELA; • Article 22 and Annex IX of the Staff Regulations; • Articles 11 and 81 of the CEOS; • Decision No 21/2022 of 24 November 2022 on the conduct of administrative inquiries and disciplinary proceedings; • ELA Management Board Decision No 20/2022 of 24 November 2022 concerning restrictions of certain data-subject rights. Where special-category data are necessary, the Privacy Statement identifies Article 10(2)(b), (e), (f), (g) and (h).
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern: • ELA staff members who are the subject of a preliminary assessment, administrative inquiry or disciplinary proceeding; • Witnesses and other persons participating in or providing information for the inquiry; • Administrative investigators; • Members of the Disciplinary Board.
Data categories	Depending on the case, the processing may include: • Basic identification data: name, surname, rank and staff number; • Employment and contact data: contact details, hiring date, contractual category, grade, organisational entity and line manager; • Facts, events, evidence and witness testimonies relating to the matter under investigation; • Names of the administrative investigator and Disciplinary Board members;

	• Information concerning absences, leave, missions, learning and development and work performance; • Information concerning relevant economic and social behaviour; • Relevant information concerning the private life or social activities of the person concerned; • Gender, age and comments concerning the person's abilities and efficiency; • Where strictly necessary, special-category data and criminal-offence data.
Special data categories / criminal-offence data	Special categories of personal data: racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetic and biometric data for unique identification; health data; data concerning sex life or sexual orientation. Criminal-offence data: personal data relating to criminal convictions and offences may also be processed where relevant to the administrative inquiry or disciplinary proceeding
Retention period	Retention depends on the outcome of the procedure: • Preliminary assessment not leading to an administrative inquiry: 2 years from the Appointing Authority's decision; • Administrative inquiry without disciplinary consequences: 5 years from the Appointing Authority's decision; • Investigation with disciplinary consequences: 20 years from the Appointing Authority's decision; • Written warnings and reprimands: retained in the personnel file for 3 years; • Other disciplinary penalties: retained for 6 years; • For written warnings, the person concerned may request removal from the personnel file after 18 months.
Categories of recipients	Access to personal data is limited to: • ELA staff responsible for conducting or supporting the relevant preliminary assessment, administrative inquiry or disciplinary procedure; • Other authorised ELA staff on a strict need-to-know basis. Such persons are subject to statutory confidentiality obligations and, where necessary, additional confidentiality agreements. Personal data are not disclosed to third parties except where and to the extent required by law.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0037
Title of the processing activity	ELA Election to the Staff Committee - Electronic voting
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: electioncommittee@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland
Name and contact details of DPO	European Labour Authority Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the organisation and administration of electronic elections for the ELA Staff Committee. ELA HR prepares the lists of eligible voters and candidates, while votes are cast through an anonymous electronic voting tool. The voter/elector file and the votes-cast file are kept separate so that no connection can be made between an individual voter and the vote cast. The Election Committee subsequently extracts and verifies the results and reports the election outcome.
Purpose of the processing	The processing is carried out to organise and administer the election of the ELA Staff Committee, in particular to: • Establish and publish the lists of electors and candidates; • Enable eligible staff members to cast their votes electronically and anonymously; • Prevent double voting while preserving voter anonymity; • Collect and count votes cast in the election; • Publish, analyse and implement the results of the vote; • Allow electors and candidates to verify the published lists and request correction of errors.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority; • Regulation (EU) 2019/1149 establishing the European Labour Authority; • Staff Regulations and CEOS, in particular Annex II of the Staff Regulations; • ELA Management Board Decision No 20/2021 of 10 November 2021 on setting up a Staff Committee, in particular Article 9. For trade union membership data, the applicable conditions identified are Article 10(2)(b), (d) and (e) of Regulation (EU) 2018/1725.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• Voters/electors: staff members eligible to vote under the Staff Regulations and CEOS, including staff with an indefinite contract, a contract of at least one year, or a shorter contract where they have already been employed for at least six months; • Candidates for the Staff Committee: staff members under the Staff Regulations and CEOS with an indefinite contract or a contract of at least one year.
Data categories	For voters/electors: first name, family name, category of staff, e-mail address, date of entry into service and contract end date. For candidates: first name, family name, e-mail address, gender, category of staff, nationality, age, seniority at ELA, date of entry into service and contract end date. Once the lists are published internally:

	• Voters' list: first name and family name; • Candidates' list: first name, family name, category of staff, trade union membership, candidate number and order in the list. Voting data are processed separately from voter-identification data so that no link can be established between an elector and the vote cast.
Special data categories / criminal-offence data	Special categories of personal data: trade union membership, where applicable to candidates presented by a trade union in the Staff Committee election.
Retention period	• Data contained in the electors' list: erased and corresponding paper documents destroyed 15 days after the election, provided that no follow-up action is required; • Data contained in the candidates' list: erased and corresponding paper documents destroyed 15 days after the election, provided that no follow-up action is required; • Election scrutiny data/results: retained on secure external media for statistical purposes and destroyed after 1 year; • In the event of a complaint or appeal concerning the electoral results, relevant personal data may be retained for the period necessary to handle the follow-up.
Categories of recipients	Access is provided according to role and need to know: • Election Committee – access to the data categories necessary to administer the election; • ELA HR Team – access to the electors' and candidates' information necessary for management of the electoral process; • ELA IT Team – access where technically necessary to establish and operate the electronic voting tool; • ELA staff – access to the limited personal data contained in the internally published voters' and candidates' lists on ELA SharePoint. The Election Committee has access to the relevant election data, while only authorised persons in the ELA HR and IT Teams have access to the full personal data contained in the electors' and candidates' lists.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0038
Title of the processing activity	ELA Cybersecurity campaigns
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, ICT and Digitalisation Support Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ict@ela.europa.eu
Name and contact details of processor(s)	Computer Emergency Response Team for the EU institutions, bodies and agencies (CERT-EU), Rue de la Loi 107, 1000 Brussels, Belgium. CERT-EU supports ELA in conducting the cybersecurity campaigns and may process campaign-related data.
Name and contact details of DPO	European Labour Authority Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the organisation and execution of cybersecurity awareness campaigns for ELA staff, with the support of CERT-EU. During a campaign, relevant staff identification and contact data are provided to CERT-EU, which conducts the campaign and may provide ELA with dashboard information, campaign statistics and, where requested, underlying campaign data concerning actions such as e-mails sent and opened, links clicked and data submitted.
Purpose of the processing	The purpose is to contribute to the security of ELA's ICT infrastructure, with the support of CERT-EU, by carrying out cybersecurity campaigns aimed at strengthening cybersecurity awareness and supporting the prevention, detection and mitigation of cyber threats. Aggregated campaign results may also be used for educational and statistical purposes.
Legal basis for the processing	- Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA; - Regulation (EU) 2019/1149 establishing the European Labour Authority.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	ELA staff members participating in or targeted by the cybersecurity campaigns. No external data subjects are identified.
Data categories	The processing may include: - First name; - Surname; - E-mail address; - Department / organisational entity (short name); - Campaign-related information regarding e-mails sent and opened, links clicked and data submitted; - Aggregated campaign results and statistical information generated from these activities.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	All personal data are destroyed 15 days after the cybersecurity campaign is finalised. Aggregated statistical reports may subsequently be prepared and retained for educational purposes.
Categories of recipients	Access to personal data is limited to: - Authorised staff of the ELA Resources Unit, with access to the data categories necessary for the campaign; - CERT-EU staff working on the specific cybersecurity campaign, who may have access to all relevant data categories. Aggregated statistical reports may be prepared for educational purposes. As these reports contain aggregated information, they should not be presented as disclosure of identifiable personal data.
Are there any transfers of personal data to third	No personal data are transferred to third countries or international organisations in the context of this processing activity.

countries or international organisations?	
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0039
Title of the processing activity	ELA parking spaces management
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, Events and Facilities Management Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: resources@ela.europa.eu
Name and contact details of processor(s)	• J&T REAL ESTATE, a.s., Dvořákovo nábrežie 10, 811 02 Bratislava, Slovakia – owner of the building; • Danube Facility Services, s.r.o., Dvořákovo nábrežie 10, 811 02 Bratislava, Slovakia – building management; • External security services of the building; • Receptionist / information clerk of the building; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the application, assessment, allocation and administration of parking spaces made available to ELA staff at ELA premises and/or the Tower 115 compound. Applications are assessed according to the ELA parking policy and applicable eligibility criteria. Vehicle registration numbers may also be shared with building management, on a voluntary basis, for programming access through the parking access/plate-recognition system.
Purpose of the processing	The purpose is to ensure the management and fair allocation of parking spaces in ELA's premises at Landererova 12 and/or the Tower 115 compound where ELA is responsible for their use under a specific agreement. This includes processing applications, assessing eligibility and relevant priority criteria, assigning parking spaces and facilitating parking access.
Legal basis for the processing	• Article 5(1)(d) of Regulation (EU) 2018/1725 – the data subject has given consent to the processing of personal data for one or more specified purposes; • Where health data are processed in connection with reduced mobility or another medical condition, Article 10(2)(a) of Regulation (EU) 2018/1725 applies on the basis of the data subject's explicit consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff members applying for a parking space; • Visitors using parking facilities in connection with a visit to ELA.
Data categories	ELA staff: name, surname, vehicle/car plate number and information relating to the applicable parking-allocation category, including: • Executive Director / Head of Unit status; • Personal need, including self-declared reduced mobility or social/medical circumstances; • Carpooling/car-sharing information, including names of participating colleagues, date and signature; • Years of service, including initial contract date; • Interest of the service; • Comments/additional information. Visitors: name and surname, vehicle/car plate number, dates and duration of the visit and the receiving ELA staff member.
Special data categories / criminal-offence data	Special categories of personal data: health data, where relevant to a self-declaration concerning reduced mobility and/or a social/medical condition.

Retention period	The processing starts when the person submits the application, before the parking space is allocated. The data may be kept for as long as the staff member uses the parking space and identifies an end point of 3 months after the assignment/non-assignment of the parking space, in connection with the three-month parking-allocation policy.
Categories of recipients	Access is limited according to responsibilities and need to know: • ICT and Facilities Team – implements the parking policy, processes applications and assigns parking spaces; • Line Manager – validates requests based on personal need; • Head of HR Sector – validates requests concerning personal need and years of service; • ELA HR Team, where verification of evidence relating to a special situation is necessary; • Building owner and building management – receive only the vehicle/car plate number for parking-access purposes.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0040
Title of the processing activity	Use of personal data for safety and security reasons at ELA
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, Events and Facilities Management Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: resources@ela.europa.eu
Name and contact details of processor(s)	• J&T REAL ESTATE, a.s., Dvořákovo nábrežie 10, 811 02 Bratislava, Slovakia – owner of the building; • Danube Facility Services, s.r.o., Dvořákovo nábrežie 10, 811 02 Bratislava, Slovakia – building management; • External security services of the building; • Receptionist / Information Clerk of the building; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the collection and use of personal data for the protection of ELA premises, staff safety and security, business continuity and emergency preparedness. It includes maintaining information necessary to respond to incidents and emergencies, appointing and managing Fire Marshalls, and generating a list of staff present in the building during an alarm so that Fire Marshalls can verify that staff have safely exited the premises.
Purpose of the processing	The processing aims to: • Ensure the integrity of ELA premises; • Ensure the safety and security of ELA staff; • Support business continuity in accordance with applicable requirements; • Establish and implement contingency plans for crisis and emergency situations, such as fire, explosion, contamination, irradiation or loss of electrical power; • Facilitate an appropriate response and support to staff in the event of a safety or security incident.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA; • Article 5(1)(b) of Regulation (EU) 2018/1725 – processing is necessary for compliance with a legal obligation to which ELA is subject; For health data, the Record identifies Article 10(2)(a) (explicit consent) and Article 10(2)(c) (protection of the vital interests of the data subject or another person where the data subject is incapable of giving consent).
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff; • ELA ICT and Facilities Team members, where their information is processed in connection with this activity; • ELA Fire Marshalls appointed for emergency and evacuation responsibilities.
Data categories	ELA staff: name, surname, office number, function, telephone number, e-mail address and information concerning presence/absence in the office. Private telephone numbers may also be processed where an incident occurs or a person is reported missing. ELA Fire Marshalls: name, surname, training undertaken, incident reports and signature. Incident-related information: personal data relating to a particular incident and, where necessary, health information required to provide appropriate support to the person concerned.

Special data categories / criminal-offence data	Special categories of personal data: health data, where an incident occurs and such information is necessary to provide appropriate support to the data subject.
Retention period	• List of staff present in the office: dynamically generated as people enter and leave the building. A list sent to a Fire Marshall is valid only for the day of the incident and the corresponding e-mail must be deleted when the incident ends; • Personal data relating to Fire Marshalls: retained for as long as the staff member performs the Fire Marshall role; • Personal data relating to an incident: deleted after 6 months, unless continued retention is necessary for audit-trail purposes or for the establishment, exercise or defence of legal claims.
Categories of recipients	Access or disclosure may include: • ELA ICT and Facilities Team – authorised access to relevant electronic documents; • Head of Unit of Resources – authorised access to relevant electronic documents; • ELA Fire Marshalls – access, in the event of an incident, to the list of staff present in the office; • External security services of the building; • Building management and SBS Control Room, in connection with emergency calls/incidents; • Slovak authorities / Federal Police / ambulance or fire services, where necessary in relation to an incident or safety/security investigation. Where necessary for an incident investigation or safety/security purposes, relevant personal data, including health data, may be shared with the competent authorities and building management/external security services.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register.

Reference number	DPR-ELA-2022-0041
Title of the processing activity	ELA research activities related to supporting cooperation between Member States
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit, Cooperation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: the functional mailbox of the ELA Cooperation Support Unit / responsible team for the relevant research or study, as indicated in the dedicated Privacy Statement.
Name and contact details of processor(s)	• Milieu Consulting, Chaussée de Charleroi 112, 1060 Brussels, Belgium; • European Social Affairs, Management and Communication (Eftheia), Avenue Paul Deschanel 62, 1030 Brussels, Belgium; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns ELA research activities supporting cooperation between Member States, carried out through studies, questionnaires and in-depth interviews with selected EU stakeholders and experts. External contractors may collect the information and conduct interviews, perform a comparative analysis of findings across Member States and transmit the resulting research data to ELA for analysis and use.
Purpose of the processing	The processing aims to support ELA in ensuring fair labour mobility and assisting Member States and the Commission in the coordination of social security systems. In particular, the research examines administrative cooperation practices, possibilities and challenges between Member States' competent authorities, including in relation to the posting of third-country nationals, with the objective of supporting the effective and uniform application of relevant EU legislation.
Legal basis for the processing	• Article 5(1)(d) of Regulation (EU) 2018/1725 – the data subject has given consent to the processing of personal data for one or more specific purposes. Participation in the research/study is voluntary.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern: • External national experts on the labour market; • European Commission staff, in particular DG EMPL; • Eurofound staff; • European social partners, including organisations such as BusinessEurope, EUROCIETT and sector-level social partner organisations.
Data categories	Depending on the specific research/study, the following may be processed: • Identification and professional data: name, family name, e-mail address, role/position and organisation; • Research/content data: opinions and replies to thematic questions concerning, for example, national legislation and practices, challenges, possibilities and good practices; • Contact details of potential stakeholders proposed for further interviews; • Consent documentation, including dated and signed consent forms; • In particular studies, photographs and/or audio or video recordings, subject to specific consent; • Where specifically consented to, information such as name, surname, role, organisation and opinion may be published.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.

Retention period	• Research data, including interviews and questionnaire replies: personal data are deleted or anonymised 2 years after ELA receives the raw data from the external processors; • Identification data: retained for 2 years. Before expiry, experts may be contacted to request consent for inclusion in ELA contact lists; any subsequent processing is covered by DPR-ELA-2022-0024 – ELA Contact lists & network partners databases; • Published personal data such as name, surname, role, organisation and opinion: retained for 5 years, subject to specific consent; • External processors: delete all personal data relating to the research project upon transmission of the data to ELA.
Categories of recipients	Access/disclosure is limited to: • Authorised staff of the ELA Cooperation Support Unit, and where applicable the team responsible for the particular research/study, who may access the raw data received from external contractors; • General public, only where information is published as part of ELA communication activities. The publication is generally limited to aggregated data; where identifiable personal data are to be published, specific consent must first be obtained from the data subject.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0042
Title of the processing activity	ELA ICT Ticket System
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, ICT and Digitalisation Support Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09, Bratislava, Slovakia. Functional mailbox: ithelpdesk@ela.europa.eu
Name and contact details of processor(s)	The processing is supported by the following external processors/service providers: • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. • CANCOM SE / CANCOM GmbH, Erika-Mann-Straße 69, 80636 Munich, Germany – provides the internal ICT Helpdesk. • ORAMIX.
Name and contact details of DPO	European Labour Authority Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu .
Description	The ELA ICT Ticket system is used to register, allocate, monitor and resolve requests from ELA users for ICT services, including requests for ICT equipment, repairs, configuration of existing equipment and Helpdesk interventions. Requests are normally generated through the functional mailbox ithelpdesk@ela.europa.eu , but may also be entered manually by Helpdesk staff. Each ticket is associated with the user's name and e-mail address, assigned to appropriate ICT support staff and closed once the issue has been resolved or the requested service/equipment delivered.
Purpose of the processing	The processing supports the following purposes: • To provide and manage ICT Helpdesk services for persons working at ELA. • To register and follow up individual requests for ICT equipment, repairs, configuration and technical assistance. • To allocate requests to the appropriate ICT support staff or external support provider. • To monitor the status and resolution of tickets. • To maintain an efficient and secure ICT environment at ELA. • To generate aggregated performance indicators and identify recurrent ICT problems and trends; these indicators concern the ICT service and not individual persons.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA. • Regulation (EU) 2019/1149 establishing the European Labour Authority.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff/users submitting ICT service requests
Data categories	The processing involves the following categories of personal data: • Identification data: user's first name and surname. • Contact data: professional e-mail address. • Ticket/incident information: subject and description of the ICT incident or service request reported by the end user. • Log data: technical/log-file information generated in connection with the ticketing system, including "From" and "To" e-mail information where applicable.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	The following retention rules apply: • Ticket and data-subject information: deleted once the ticket has been resolved for more than 6 months. • Log-file entries containing "From" and "To" e-mail information: retained for a maximum of 6 months.

	• Outstanding tickets are reviewed daily by Helpdesk staff and remain available while further treatment is necessary.
Categories of recipients	Personal data may be accessed by the following categories of recipients depending on the nature of the ICT request and on a need-to-know basis: • ELA ICT Team, responsible for managing, allocating and following up ICT tickets. • CANCOM staff, where the request requires ICT Helpdesk support. • ORAMIX staff, where the request concerns Microsoft 365 support. • Microsoft support staff, only where ELA ICT assigns the ticket directly to Microsoft; Microsoft may then contact the relevant user directly.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0044
Title of the processing activity	European Network of Employment Services (EURES) for EURES Staff
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, EURES Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional contact: ela-eures-ecg@ela.europa.eu
Name and contact details of processor(s)	• European Commission, DG EMPL.A.4 – IT Strategy and Solutions (EURES IT Unit) – management and development of the EURES Portal under a specific Data Processing Agreement; • Computer Resources International Luxembourg / CRI (Luxembourg) SA, 11 Rue de l'Industrie, L-8399 Windhof (Wandhaff), Luxembourg – EURES Helpdesk support; • Advanced and Reliable Information Systems (ARIS), Ikaroslaan 53, 1930 Zaventem, Belgium – support and operation of the EURES Portal; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing supports the operation of the EURES network and EURES Portal for EURES staff and network users. It covers authenticated user accounts and access to EURES functionalities, EURES collaboration and Extranet activities, saved searches and candidates, Helpdesk enquiries, training information, user communications and related administrative and technical support.
Purpose of the processing	The Information and EURES Unit processes personal data to manage EURES user accounts, authenticate users and grant access to specific EURES Portal functionalities required for users to perform their tasks in accordance with the EURES Regulation.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority; • Article 5(1)(b) of Regulation (EU) 2018/1725 – processing necessary for compliance with a legal obligation to which the controller is subject; • Regulation (EU) 2019/1149 establishing the European Labour Authority; • Regulation (EU) 2016/589 (EURES Regulation); • Commission Implementing Decision (EU) 2017/1257 on the technical standards and formats for the uniform system enabling matching of job vacancies with job applications and CVs on the EURES Portal.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns: • EURES network users and EURES Advisers; • EURES administrators within ELA; • European Commission EURES IT staff; • External contractor staff acting as EURES Helpdesk administrators; • EURES network roles including NCO staff, National Coordinators, EURES Members/Partners, ECG representatives, Cross-Border Partnership staff, training coordinators/experts, communication and interoperability contacts, ECO staff and EURES delivery staff.
Data categories	• Profile data: username, name, surname, e-mail address, organisation, primary function, address, Helpdesk comments, contact languages, country and cross-border partnership; • Saved search profiles: profile name, notification frequency, language, e-mail and search criteria;

	• Saved candidates: links to CVs, optional status and comments; • Extranet/collaboration data: online status, short status messages, contributor information, documents and comments; • Enquiries: content of questions submitted to other users; • Training data: courses completed; • Availability information; • Helpdesk data: name, surname, e-mail, country of residence, preferred language, type of EURES user and question/concern/request; • Administrator data: logs and documents uploaded by EURES network users and advisers..
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• EURES network users, advisers and administrators: data are stored for as long as the registered user remains active in the EURES network. When the user is unregistered, the data are deleted, except information in Extranet messages/documents where necessary to identify their originator or sender; • Helpdesk messages and enquiries: maximum 2 years, after which they are anonymised; • Logs: 6 months, with a possible additional 6 months where justified by security reasons; • Training-related personal data: retained while the registered user remains active in the EURES network; • Misuse/abuse information: retained according to the dedicated procedure, including up to 1 year for incident-related data before further minimisation.
Categories of recipients	Depending on the EURES functionality concerned, access may be provided to: • Authorised ELA Information and EURES Unit staff, on a need-to-know basis; • European Commission EURES IT staff; • External contractor/Helpdesk staff; • EURES network users, including NCO users, EURES Members and EURES Partners, where relevant to Extranet and collaboration functionalities; • Concerned NCOs, where information must be shared for specific EURES operations or misuse/abuse cases. In addition, certain EURES Adviser contact details are publicly available, including name, surname, e-mail, country of residence, preferred language and availability.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement Staff users / Privacy Statement EURES extranet and training / Privacy Statement misuse-abuse case in the EURES portal

Reference number	DPR-ELA-2022-0045
Title of the processing activity	ELA restrictions on data subjects' rights concerning personal data
Controller organisational entity	European Labour Authority, Data Protection Officer
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: data-protection@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the case-by-case application and documentation of restrictions on certain data-subject rights where exceptional circumstances justify such restrictions under Regulation (EU) 2018/1725 and ELA's internal rules. Before applying a restriction, ELA assesses its necessity, proportionality and duration, documents the reasons in an internal assessment note and, where applicable, informs the data subject of the restriction, its principal reasons and available remedies.
Purpose of the processing	The purpose is to enable ELA, in exceptional and specifically defined circumstances, to restrict certain data-subject rights where this is necessary to protect the objectives of particular ELA procedures or investigations. Restrictions may arise in connection with: • Administrative inquiries and disciplinary proceedings; • Potential irregularities reported to OLAF; • Whistleblowing procedures; • Formal and informal harassment procedures; • Internal and external complaints; • Internal and external audits; • Concerted and joint inspections; • DPO investigations; • IT-security investigations, including CERT-EU involvement; • Proceedings before the Court of Justice of the European Union.
Legal basis for the processing	Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in public authority.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern: • ELA staff; • External citizens / complainants / applicants; • Staff of other EU institutions, bodies or agencies, including the European Commission and European Ombudsman, where involved in the relevant case; • Other natural persons referred to in correspondence, complaints, inquiries or the underlying procedure.
Data categories	The precise data depend on the underlying procedure. They may include: • Identification and contact data: name, surname, position, Unit/Sector or organisation, country, address, date of birth, nationality, e-mail and function; • Professional and HR data: employment history, performance, conduct, working relations and professional activities; • Financial data: bank-account references, IBAN/BIC, VAT numbers, salary slips, costs and related supporting documents; • Complaint/investigation data: correspondence, statements, reports, evidence, witness information and case involvement; • Disciplinary information: qualification of alleged misconduct, individual responsibility and disciplinary sanctions;

	• Inspection-related data: identity documents, employment details, contracts, timesheets, payslips, invoices, bank transactions, pictures/video and interview information; • IT-security investigation data: nature, place and time of the event, evidence identified and links between the evidence and persons concerned.
Special data categories / criminal-offence data	The underlying case may include special-category or criminal-offence data. Access to restriction documentation is limited and follows the safeguards applicable to the underlying processing.
Retention period	Retention follows the underlying processing operation concerned: • Administrative inquiries/disciplinary proceedings: 2, 5 or up to 20 years, depending on the outcome; • Ombudsman-related files: maximum 5 years; • Whistleblowing: 2 months for cases not referred to OLAF/outside scope; 3 years after OLAF's final outcome for referred cases; • Harassment procedures: maximum 3 years from the moment the alleged harasser is informed; • Complaints: generally maximum 5 years, or 3 years for certain maladministration complaints; • Internal/external audit files: generally 6–10 years, depending on the file type; • Concerted and joint inspections: maximum 5 years; • DPO investigations: maximum 5 years; • IT-security investigations: maximum 5 years; • Court proceedings: maximum 5 years.
Categories of recipients	Access and disclosure depend on the underlying procedure and are limited according to the need-to-know principle. Recipients may include: • Authorised ELA staff; • ELA DPO; • ELA Confidential Counsellors; • IDOC; • OLAF; • European Court of Auditors; • Court of Justice and, where relevant, national/European courts; • European Data Protection Supervisor (EDPS); • CERT-EU for IT-security investigations; • European Commission social or medical services, where relevant; • Member States and other stakeholders involved in concerted and joint inspections, where applicable. The actual recipient set depends on the specific underlying procedure.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0046
Title of the processing activity	ELA Staff Committee activities
Controller organisational entity	European Labour Authority, ELA Staff Committee
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: elastaffcommittee@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland
Name and contact details of DPO	European Labour Authority Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the activities carried out by the ELA Staff Committee in representing and defending staff interests and facilitating communication between staff and ELA management. Personal data may be received directly from staff members, from other staff members or from the ELA HR Sector and may be processed in relation to staff requests or complaints, staff movements, consultations under the Staff Regulations and CEOS, recruitment-related participation by Staff Committee representatives and calls for volunteers to support Staff Committee activities.
Purpose of the processing	The ELA Staff Committee processes personal data in order to: • Represent, promote and defend the interests of ELA staff vis-à-vis the Authority; • Maintain continuous contact between ELA and its staff and provide a channel through which staff may express their views; • Facilitate communication with ELA management and identify matters to be raised with the Executive Director and/or Heads of Unit; • Participate in and be consulted on matters concerning the interpretation and application of the Staff Regulations and CEOS, including recruitment, reclassification and promotion; • Manage specific staff requests or complaints; • Receive information on staff movements necessary for its representative functions; • Where necessary, organise calls for volunteers to support Staff Committee activities.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority; • Article 5(1)(b) – processing necessary for compliance with a legal obligation to which the controller is subject; • Article 5(1)(d) – consent, specifically where processing is related to a call for interest; • Staff Regulations and CEOS; • ELA Management Board Decision No 20/2021 of 10 November 2021 establishing the ELA Staff Committee. Where special categories of personal data are processed in exceptional circumstances, the Privacy Statement identifies Article 10(2)(a), (b), (e), (f), (g), (h), (i) and (j) as potentially applicable.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern: • ELA staff members; • External candidates participating in recruitment procedures where a Staff Committee member or representative participates in the selection process; • Trainees, SNEs and other external candidates covered by the relevant recruitment procedure; • ELA staff volunteers/candidates responding to a call for interest to support Staff Committee activities; • External citizens, where relevant to a Staff Committee matter.
Data categories	Depending on the Staff Committee activity, the following may be processed:

	• Basic identification and employment data: name, surname, nationality, gender, function, contract type, function group, grade, contract start/end dates and contact details; • Staff communications: e-mails and views expressed by staff concerning particular issues or difficulties experienced; • Internal reports and documents containing relevant staff information; • Complaint-related professional data: tasks performed, hierarchical evaluations, comparative assessments and other information concerning the professional activities of persons directly or indirectly concerned; • Recruitment data, where a Staff Committee representative participates in a selection procedure: address, e-mail, telephone, date of birth, professional experience, education, languages, skills, statutory link, CV, motivation letter and test/interview results; • Call-for-interest data: name, surname, gender, nationality, languages, contract information, position, area of work, Unit/Sector, function group and grade, relevant experience and commitment, confidentiality and conflict-of-interest declarations.
Special data categories / criminal-offence data	Special categories of personal data: in exceptional circumstances, the Staff Committee may receive data revealing racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetic or biometric data used for unique identification; health data; and data concerning sex life or sexual orientation
Retention period	• Personal data relating to a specific case: processed while the case remains open and anonymised as soon as the case is closed, unless the information is needed at a later stage or for follow-up; • Aggregated statistics: retained for the duration of the appointed Staff Committee plus one year; • Staff update list received from HR: retained for the duration of the appointed Staff Committee plus one year; the current list is continuously updated for business-continuity purposes; • Call-for-interest data: retained for the period specified in the relevant call.
Categories of recipients	Personal data are accessible only to: • ELA Staff Committee members; • Alternates, in specific circumstances such as long-term absence of a Staff Committee member. The Staff Committee does not disclose personal data to other EU institutions, third countries or international organisations, except where disclosure is required by law. Staff views communicated to management are, as a rule, conveyed with the data subject's consent and anonymously so that the individual cannot be identified.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0047
Title of the processing activity	ELA Analytical and Risk Assessment Capacity supporting Concerted and Joint Inspections (LMARA)
Controller organisational entity	European Labour Authority, Operations Department, Enforcement and Analysis Unit, Analysis and Risk Assessment Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: analysis@ela.europa.eu
Name and contact details of processor(s)	• Bureau van Dijk Electronic Publishing Ltd. (ORBIS), 1 Canada Square, Canary Wharf, London E14 5FA, United Kingdom; • Dun & Bradstreet (Data Altares), Campus Equilibre – Immeuble Le Yard, 52/58 avenue Jean Jaurès, 92700 Colombes, France.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns ELA's provision of analytical and risk-assessment support for concerted and joint inspections (CJIs). Requests may originate from Member States or national-level social partner organisations. Assigned analysts examine relevant information, including information available in business-intelligence databases such as ORBIS and Dun & Bradstreet, and prepare an analytical report for the CJI case handler. The analysis focuses on companies and other legal persons, not individuals. Member States are required to remove or anonymise personal data before transmitting case material to ELA, and any personal data inadvertently received or returned through database searches must be disregarded and deleted.
Purpose of the processing	The processing aims to provide Member States with analytical and risk-assessment support in order to: • Assist them in fulfilling their enforcement obligations under EU law; • Enable and facilitate targeted enforcement approaches; • Enhance the operational and cost-effectiveness of enforcement activities; • Contribute to the development of national analytical and risk-assessment capacities; • Support concerted and joint inspections through analytical reports concerning relevant companies, their activities, ownership structures and business or financial links.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA; • Regulation (EU) 2019/1149 establishing the European Labour Authority, in particular Articles 9 and 10; • Decision No 20/2022 of 15 December 2022 of the ELA Executive Director on the establishment of ELA Analytical and Risk Assessment Support for Concerted and Joint Inspections; • Regulation (EU) 2018/1725.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The relevant natural-person categories are: • Staff of the Analysis and Risk Assessment Sector working on a specific analysis; • CJI case handlers; • Participants in a concerted and joint inspection, only insofar as personal data may exceptionally or inadvertently arise.
Data categories	• Full name of the analyst / CJI case handler; • Role and case handled; • Analysts' search history, retained for security purposes and calculation of database credits consumed. Information concerning legal persons: company accountancy information, ownership structure involving legal persons, nature and extent of economic activities, location of company seat/branches, business links, and structural or financial links with parent companies or affiliates.

	Incidentally obtained personal data: personal data may exceptionally appear as a residual result of a business-database query. Such information must be immediately disregarded, not included in the analytical report and not stored by ELA.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• Personal data of ELA staff: retained until the analytical support linked to the CJI is finalised and in any event no longer than 5 years from the Member State's initial request, unless the case remains open; • Analysts' search history: maximum 6 months, unless a security investigation is triggered, in which case the applicable Security Investigations Record applies; • Personal data incidentally obtained in a query relating to a legal person: immediately destroyed/deleted once detected.
Categories of recipients	Access is limited according to role and need to know: • Case analysts; • Analysis and Risk Assessment Head of Sector; • Relevant authorised staff within the Enforcement and Analysis Unit; • CJI case handler / analyst assigned to the specific case, for information concerning the legal person; • Head of Unit, where access to an analyst's search history is necessary in connection with an incident; • CERT-EU staff, where a security investigation concerning the analyst's search history is initiated.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0048
Title of the processing activity	EU Talent Pool Pilot project in the EURES portal for persons displaced from Ukraine
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, EURES Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ela-eures-ecg@ela.europa.eu
Name and contact details of processor(s)	European Commission: • Directorate General for Employment, Social Affairs and Inclusion (DG EMPL) • Directorate General for Migration and Home Affairs (DG HOME), 1049 Bruxelles/Brussels, Belgium
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the use of the EURES Portal for the EU Talent Pool Pilot for persons displaced from Ukraine. Beneficiaries of temporary protection can create EURES accounts and jobseeker profiles and make their CVs available so that national authorities, Public Employment Services and employers can identify potentially suitable candidates. Access under the pilot is limited to making CVs searchable; there is no automatic matching with vacancies.
Purpose of the processing	The processing aims to facilitate implementation of the Temporary Protection Directive and access to the labour market for persons displaced from Ukraine by allowing beneficiaries of temporary protection to express their interest in employment opportunities through the EURES Portal and enabling national authorities, particularly Public Employment Services, to identify and match them with relevant vacancies.
Legal basis for the processing	• Article 5(1)(d) of Regulation (EU) 2018/1725 – the data subject has given consent to the processing of personal data for one or more specific purposes.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	Beneficiaries of temporary protection who fled the war in Ukraine and came to the European Union, participating in the EU Talent Pool Pilot through the EURES Portal.
Data categories	• Account data: username, name, surname, address and e-mail address; • Optional account information: telephone/mobile number, fax number, date of birth, nationality, language preferences and gender; • Temporary protection status; • CV/jobseeker profile: educational and professional background, language skills, personal skills, desired location and desired occupation; • Desired employment information: preferred occupation, job title, position, employment location, contract type and duration; • Saved search profiles: profile name, notification frequency, language, e-mail and selected search criteria; • Enquiries: content of questions submitted to another user.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• Registered jobseeker personal data: 1 year, with the Record additionally stating that personal data remain until temporary protection ends or the data subject withdraws consent; • Helpdesk personal data: maximum 2 years for quality-assurance purposes; • Chat-service personal data: maximum 12 months, unless otherwise agreed during the chat or specified elsewhere; • Data subjects may request deletion of their data at any time through the ELA EURES Team.
Categories of recipients	Depending on the EURES functionality concerned, access may be provided to: • Authorised ELA EURES Team staff, on a need-to-know basis;

	• European Commission, including DG EMPL and DG DIGIT where relevant to operation of the EURES Portal; • EURES Members and EURES Partners; • Registered employers, who may search CVs that jobseekers have chosen to publish; • Registered jobseekers, where mutual contact functionality is used; • Portal/public users, only in relation to information made accessible through the relevant EURES functionality, such as EURES adviser contact details. Jobseekers and employers may mutually enquire contact details, while employers may search published jobseeker CVs.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0049
Title of the processing activity	Specific trainings on ELA Capacity building
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit, Capacity Building Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: cooperation-nlos@ela.europa.eu
Name and contact details of processor(s)	• ICF, Avenue Marnix 17, 1000 Brussels, Belgium; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland; • Interprefy, Zürich, Switzerland – cloud-based remote simultaneous interpretation platform.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the organisation and delivery of specific ELA capacity-building and training activities, involving internal and external trainers, speakers, moderators, interpreters and participants. Activities may take place online or in person and may involve MS Teams, interpretation services, surveys, training materials, audio/video recording, editing and publication of selected training content. External providers may support the organisation, interpretation and production of training material.
Purpose of the processing	The processing aims to support specific ELA training and learning activities in order to: • Strengthen cooperation and exchanges among EU Member States and ELA's interaction with national administrations; • Develop professional knowledge and expertise in areas such as road transport, labour administration and labour inspection, mediation and soft skills; • Support engagement with stakeholders, labour-mobility specialists, academia and wider audiences; • Organise and deliver training with internal and external trainers, speakers and moderators; • Provide interpretation and, where applicable, create and disseminate educational audiovisual material; • Collect participants' feedback and assess speaker performance through satisfaction surveys.
Legal basis for the processing	• Article 5(1)(d) of Regulation (EU) 2018/1725 – the data subject has given consent to the processing of personal data for the specific training-related purpose.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern: • ELA staff; • Representatives of social partners; • External trainers, speakers and organisers, including representatives from other EU institutions; • Interpreters; • Participants in the training activities.
Data categories	Depending on the training activity, the following data may be processed: • Identification and professional data: name, surname, title, organisation represented, e-mail address and Member State; • Training documentation: reports, PowerPoint presentations and other relevant material used or shared during the session; • Consent information relating to recording of external trainers and processing of interpreters' voices; • Audio/video data: recordings or live-streaming of speakers, trainers, interpreters, organisers and, where applicable, participants;

	• Information processed through third-party IT tools and social-media platforms, where these are used for a particular training activity; • Survey/feedback information concerning participants' assessment of a speaker's performance.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• Personal data relating to participants: retained for a maximum of 1 year after the relevant workshop, after which they are deleted; • Audiovisual training material: edited versions from which participant personal data have been removed may remain published for as long as they remain valid from an educational perspective. Where applicable, trainers' images and interpreters' audio may remain in the published material on the basis of the relevant consent.
Categories of recipients	Access/disclosure may include: • Authorised ELA staff responsible for the training activity, according to the need-to-know principle; • Staff of external contractors supporting the training, recording, editing or interpretation activities, where required for performance of their contracted tasks; • General public, insofar as edited training recordings or audiovisual material are intentionally published online, for example through ELA's YouTube channel or related communication channels.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0053
Title of the processing activity	EURES Internal communication ticketing system - JIRA
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, EURES Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional contact: ela-eures-ecg@ela.europa.eu
Name and contact details of processor(s)	• European Commission – DG EMPL.A.4, IT Strategy and Solutions (EURES IT Unit) – involved in the management and development of the EURES Portal; a specific Data Processing Agreement is in place; • CRI (Luxembourg) SA, 11 Rue de l'Industrie, L-8399 Windhof (Wandhaff), Luxembourg – external contractor providing assistance in relation to the EURES Helpdesk; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the operation of JIRA as an internal EURES ticketing and communication system used by the European Coordination Office (ECO), the European Commission EURES IT Team and National Coordination Offices (NCOs). Consultations, incidents or issues are recorded as tickets, assigned to the appropriate team/person and followed up within the system. JIRA supports both EURES Portal Management technical support and EURES Helpdesk business support.
Purpose of the processing	The processing aims to set up and manage the JIRA application as a secure communication and ticket-management channel between the European Coordination Office within ELA, the European Commission EURES Technical Team and National Coordination Offices, in order to support the effective management and operation of the EURES Portal and its interoperability processes.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority; • Article 5(1)(b) of Regulation (EU) 2018/1725 – processing necessary for compliance with a legal obligation to which ELA is subject; • Regulation (EU) 2019/1149 establishing the European Labour Authority; • Regulation (EU) 2016/589 (EURES Regulation), including the relevant provisions governing EURES processing and operation; • Commission Implementing Decision (EU) 2017/1257, setting out further provisions concerning the roles and responsibilities of the parties involved.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns: • JIRA administrators and users within ELA's Information and EURES Unit; • External contractor staff assigned to the EURES project; • EURES IT Team staff in the European Commission; • JIRA users designated by National Coordination Offices (NCOs); • Where a ticket contains information relating to a particular case, jobseekers or employers referred to in that ticket may also be indirectly concerned.
Data categories	Depending on the ticket/project concerned, the following may be processed: • JIRA profile data: username, full name, password and e-mail address;

	• Optional profile data: groups, picture and labels; • Project information: EURES Portal Management or EURES Helpdesk and names of relevant project leaders; • Ticket data: status, description of the incident/issue, assigned person, follow-up comments, priority and dates; • Logs; • Where required for resolving a ticket, personal data relating to a specific jobseeker CV/profile or employer profile; • Information relating to a potential misuse/abuse case, for which the dedicated misuse/abuse Privacy Statement also applies.
Special data categories / criminal-offence data	Trade union membership may be processed in specific studies, based on explicit consent under Article 10(2)(a) of Regulation (EU) 2018/1725.
Retention period	• JIRA profile data: retained for as long as the user has access to the platform due to their professional/legal obligations; • Personal data contained in tickets, including jobseeker/employer data: 1 year after the consultation has been closed and resolved; afterwards the information is aggregated and the ticket refers only to the organisation without personal-data references; • Misuse/abuse information: retained for as long as necessary in accordance with the applicable specific procedure and measure; • Logs: maximum 6 months. Where a security investigation is triggered, the relevant Security Investigations Record applies and a different retention period may apply.
Categories of recipients	Access is role-based and limited to what is necessary: • JIRA administrators in ELA's Information and EURES Unit (ECO); • External contractor administrators/support staff assigned to EURES; • European Commission EURES Technical Team; • JIRA users designated by NCOs, who only access the relevant project/tickets falling within their responsibilities.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2022-0054
Title of the processing activity	ELA research activities related to inspections and risk assessment in the domain of labour mobility in the Member States
Controller organisational entity	European Labour Authority, Operations Department, Enforcement and Analysis Unit, Analysis and Risk Assessment Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: analysis@ela.europa.eu
Name and contact details of processor(s)	• Milieu Consulting, Chaussée de Charleroi 112, 1060 Brussels, Belgium; • European Social Affairs, Management and Communication (Eftheia), Avenue Paul Deschanel 62, 1030 Brussels, Belgium; • Ecorys Europe EEIG, Avenue des Arts 46, 1000 Brussels, Belgium; • KU Leuven, Katholieke Universiteit Leuven, Oude Markt 13, 3000 Leuven, Belgium; • European Centre – Europäisches Zentrum für Wohlfahrtspolitik und Sozialforschung, Berggasse 17, 1090 Vienna, Austria.
Name and contact details of DPO	European Labour Authority Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns research activities on administrative practices, tools and challenges affecting labour mobility enforcement and risk assessment in the Member States. The studies may address sectors or categories of workers such as road transport, construction and posted workers. External contractors collect information through research activities, including interviews with relevant stakeholders, experts and representatives of national authorities. A dedicated Privacy Statement is prepared for each specific study.
Purpose of the processing	The processing aims to support ELA's analytical and risk-assessment capacity by carrying out research in order to: • Examine administrative practices, tools and challenges among Member States' competent authorities; • Support ELA's activities concerning inspections, risk assessment and labour mobility enforcement; • Produce evidence and knowledge concerning specific sectors or categories of workers within ELA's mandate; • Assist Member States in the effective and uniform application of EU legislation in the field of labour mobility.
Legal basis for the processing	• Article 5(1)(d) of Regulation (EU) 2018/1725 – the data subject has given consent to the processing of personal data for one or more specific purposes.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern: • Research participants; • Relevant external stakeholders; • Researchers and experts in specific sectors related to labour mobility; • Contact persons from national authorities.
Data categories	The precise data depend on the individual study and are specified in the applicable dedicated Privacy Statement. Typical categories include: • Research participants: name, surname, exact professional title/function, competent authority/organisation, telephone number and e-mail address; • Interview data: experiences, best practices, opinions concerning the subject of the study, purpose of the interview and date; • Audio/video recordings of interviews, where used to ensure a verbatim record; • Researchers and experts: name, surname, CV and contact details; • National-authority contact persons: name, surname, title/function, authority/institution and official contact details.

Special data categories / criminal-offence data	Research may involve sensitive information about working conditions, health, migration or trade-union matters. Such data must be specifically justified, minimised and protected, with anonymised/aggregated reporting wherever possible.
Retention period	According to the Record: • Identification data: 2 years from publication of the study/report; • Interview data: 2 years from publication of the study/report; • Audio/video recordings: 1 year from the moment of data collection; • External processors must delete research participants' and national-authority contact persons' personal data no later than 2 years after publication of the study/report; • Retention of researchers' and experts' personal data by external contractors is governed by the applicable contractual and legal requirements.
Categories of recipients	Access depends on the category of data subject and the specific study: • External contractor staff, on a need-to-know basis, collect and process research participants' personal data on behalf of ELA; • For research participants, ELA staff do not have access to their personal data; • For researchers and experts, authorised ELA Enforcement and Analysis Unit staff may have access on a need-to-know basis; • For contact persons from national authorities, ELA may provide relevant contact information to the external contractor in order to identify suitable interviewees; • Published ELA reports do not contain personal data.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

2023

Reference number	DPR-ELA-2023-0001
Title of the processing activity	Probationary period and appraisal of ELA Staff
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: hr@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the probationary-period and annual appraisal procedures for ELA staff. It involves the collection and assessment of information relating to a staff member's duties, objectives, efficiency, competencies, abilities and conduct in the service. Probationary reports support the decision on whether the staff member's contract should be confirmed, while appraisal reports assess performance during the annual appraisal cycle.
Purpose of the processing	The processing aims to: • Probationary exercise: evaluate the staff member's efficiency, competencies and conduct during the initial 9-month probationary period, in order to assess whether the contract should be confirmed; • Appraisal exercise: evaluate the staff member's efficiency, competencies and conduct in the service for the annual appraisal.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority; • Article 5(1)(b) of Regulation (EU) 2018/1725 – processing necessary for compliance with a legal obligation to which ELA is subject; • Regulation (EU) 2019/1149 establishing the European Labour Authority; • Staff Regulations, in particular Articles 34, 43, 44 and 46; • Conditions of Employment of Other Servants (CEOS), in particular Articles 14, 15, 16, 20 and 84; • ELA Decision of 3 December 2019 on the general provisions implementing Article 79(2) CEOS concerning contract staff employed under Article 3a; • Article 22 of Management Board Decision No 19/2021 of 10 November 2021, concerning seconded national experts, including NLOs and national experts in professional training; • For health data, Article 10(2)(b) of Regulation (EU) 2018/1725.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	ELA staff members subject to a probationary-period and/or appraisal exercise.
Data categories	In order to carry out this processing operation the ELA collects the following categories of personal data: • Name, last name, personnel number • Grade, step and seniority in the service • Job title • Job category and main tasks • Objectives, efficiency, abilities and conduct in the service

	• Special category of the data in case of probationary period extension due to maternity or sick leave (as provided for in Article 34(1) Staff Regulations, and Art 14 and Art.84 of Conditions of Employment of Other Servants). The provision of personal data is mandatory to meet a statutory requirement: Staff Regulations and ELA Management Board and Executive Director Decision. If you do not provide your personal data, we will not be able to fulfil our obligations.
Special data categories / criminal-offence data	Special categories of personal data: Health data, where necessary in connection with an extension of the probationary period due to maternity or sick leave.
Retention period	Probationary and appraisal reports and related personal data form part of the staff member's personal file and are retained until 10 years after termination of employment or the last pension payment, in accordance with the ELA filing plan and retention list for personnel files.
Categories of recipients	Access is limited to authorised persons on a need-to-know basis, including: • People and Organisation staff, for administrative follow-up; • ELA Legal Service, where legal support or advice is required; • Executive Director, acting as the Authority Authorised to Conclude Contracts of Employment (AACC); • Reporting Officers, normally the responsible Head of Unit; • Contributors to the appraisal/probationary report, such as the Head of Sector or equivalent; • ELA Joint Reclassification Committee, in connection with the reclassification exercise; • External lawyer, where a relevant decision is challenged before the Court of Justice and legal representation is required. Recipients are subject to applicable statutory and confidentiality obligations and may use the information only for the purpose for which it was transmitted.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0002
Title of the processing activity	Probationary period and appraisal of ELA Executive Director
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: hr@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the probationary period, management trial period and annual appraisal of the ELA Executive Director. Three Reporting Officers are designated from among the members of the Management Board, including one European Commission representative. Following the appraisal dialogue, they prepare the relevant appraisal/probationary report. In the event of an appeal, the Chairperson of the Management Board acts as Appeal Assessor and takes the final decision.
Purpose of the processing	The processing aims to: • Probationary exercise and management trial period: evaluate the Executive Director's efficiency, competencies and conduct in the service during the initial phase of the contract, including the 9-month probationary period, and assess whether the contract should be confirmed; • Annual appraisal exercise: evaluate the Executive Director's efficiency, competencies and conduct in the service for the annual appraisal.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority; • Article 5(1)(b) of Regulation (EU) 2018/1725 – processing necessary for compliance with a legal obligation to which the controller is subject; • Regulation (EU) 2019/1149, in particular Articles 18(1)(l) and (m), 30 and 31(1); • Staff Regulations, in particular Articles 43, 44 and 46; • Conditions of Employment of Other Servants (CEOS), in particular Articles 14, 15, 16 and 20; • Management Board Decision No 7/2020 of 24 March 2020 concerning the annual appraisal, probationary and management trial period of the Executive Director; • For health data, Article 10(2)(b) of Regulation (EU) 2018/1725.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns: • ELA Executive Director; • Reporting Officers, who are members of the ELA Management Board; • Appeal Assessor, namely the Chairperson of the ELA Management Board.
Data categories	The processing may include: • Name and surname; • Personnel number; • Grade, step and seniority in the service;

	• Job title; • Job category and main tasks; • Objectives; • Information concerning efficiency, abilities, competencies and conduct in the service; • Appraisal report / probationary report, allegations and final report; • Where applicable, information concerning maternity or sick leave in connection with an extension of the probationary period.
Special data categories / criminal-offence data	Special categories of personal data: Health data, where necessary in connection with an extension of the probationary period due to maternity or sick leave. The Record notes that such an extension may reach 15 months. Processing is based on Article 10(2)(b) of Regulation (EU) 2018/1725.
Retention period	Probationary and appraisal reports and related personal data are kept in the Executive Director's personal file and are deleted 10 years after termination of employment or the last pension payment, in accordance with the ELA filing plan and retention list for personnel files.
Categories of recipients	Access is limited to authorised persons on a need-to-know basis, including: • HR Sector staff, for administrative follow-up purposes; • ELA Legal Service, where legal support or advice is needed; • Reporting Officers, i.e. the designated members of the ELA Management Board; • Appeal Assessor, i.e. the Chairperson of the ELA Management Board; • External lawyer, if a decision is challenged before the Court of Justice and the relevant file must be transmitted for legal representation.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0003
Title of the processing activity	ELA interactive online training platform
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit, Cooperation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: the functional mailbox of the ELA entity responsible for the relevant training, as indicated in the applicable dedicated Privacy Statement.
Name and contact details of processor(s)	-eDaktik, Moeringgasse 20/5A, 1150 Wien, Austria.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the provision of an interactive online learning-management platform for specialised ELA training activities. ELA and designated Member State participants receive access to the external platform in order to access training material and e-learning content. The external contractor receives the names and e-mail addresses of registered participants in order to create access credentials, while Member State authorities designate the trainees who will participate.
Purpose of the processing	The processing aims to support ELA's capacity-building activities by: • Providing specialised training on areas within ELA's mandate, such as mediation, concerted and joint cross-border inspections, undeclared work and cross-border labour mobility rules; • Granting authorised participants access to the interactive online training platform; • Providing training material and e-learning content to ELA and Member State officials.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA; • Article 5(1)(b) of Regulation (EU) 2018/1725 – processing necessary for compliance with a legal obligation to which the controller is subject; • Regulation (EU) 2019/1149 establishing the European Labour Authority, in particular Article 11 on cooperation and capacity building.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns: • ELA staff; • Officials from national authorities of the Member States; • Special advisers nominated by the Member States.
Data categories	The following personal data may be processed: • Name and surname; • Organisation; • Role/position; • E-mail address; • Country; • Course activity/progress, including whether the training has been completed;

	• Information necessary for issuing a certificate of attendance. Anonymous surveys may also be conducted to assess the relevance of the course, identify topics for future training and measure participant satisfaction.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	Participants' personal data are retained for a maximum of one year after the specific training takes place. After this period, only aggregated data are retained.
Categories of recipients	Access is limited according to role and need to know: • Authorised ELA staff of the Unit/team organising the training, who may access participant data on a need-to-know basis; • Line managers of participating external applicants, who may access information concerning their staff and the status of the training (completed/not completed); • External contractor staff, who receive the participant list and e-mail addresses necessary to grant access to the training platform.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0004
Title of the processing activity	ELA Working Groups
Controller organisational entity	European Labour Authority, Operations Department
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: the functional mailbox indicated in the dedicated Privacy Statement for the relevant Working Group.
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland; • PROPAGER – NEWS TRAVEL, 70 Boulevard de Reuilly, 75012 Paris, France – local transportation, interpretation and catering; • TRAVEX / Travex S.A., Parvis de la Trinité 8, 1050 Brussels, Belgium – travel and accommodation; • EFTHEIA, Avenue Paul Deschanel 62, 1030 Brussels, Belgium.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the establishment, administration and activities of ELA Working Groups, including the management of membership, organisation of meetings, facilitation of discussions, cooperation among members, preparation and preservation of Working Group documentation, reimbursement-related administration and maintenance of a repository for historical and statistical purposes. The corporate Record currently covers the Working Group on Information, Working Group on Inspections, Working Group on Mediation and European Platform tackling undeclared work.
Purpose of the processing	The processing aims to: • Ensure the proper management of each ELA Working Group; • Organise meetings and facilitate discussions among members; • Strengthen cooperation among representatives of Member States, the European Commission, social partners and other relevant stakeholders; • Support the Working Groups in carrying out the specific tasks or policy-area work entrusted to them under the ELA Regulation; • Maintain a repository of Working Group activities for historical, archival and statistical purposes.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725. • Regulation (EU) 2019/1149, including Article 16(2) concerning Working Groups. • Article 5(1)(d) and the relevant Article 10(2) condition apply where a specific optional disclosure or special-category data item is processed on the basis of consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern: • ELA Executive Director; • ELA Management Board members; • ELA staff supporting the relevant Working Group; • Member State representatives and alternates; • European Commission representatives and alternates;

	• Independent expert appointed by the European Commission and alternate; • Representatives of social partner organisations at Union level and alternates; • Observers from third countries; • Representatives of Eurofound, EU-OSHA, Cedefop and the European Training Foundation (ETF); • External experts..
Data categories	Depending on the Working Group activity, personal data may include: • Membership and identification data: name, surname, category/organisation represented, role/title, representative/alternate status, conflict-of-interest information, appointment letter, short biography/CV and signature; • Subgroup and external-expert data: identification and professional information necessary to document participation; • Working Group documents: invitations, agendas, background documents, summaries, deliberations/minutes, opinions, votes and outcomes of written deliberations; • Audio/video recordings and attendance lists; • ELA staff participation data: name, surname, role, Unit and specific task/duty; • Additional case/topic information where necessary for the Working Group's tasks; irrelevant information is destroyed after assessment; • Travel/reimbursement data: full name, date of birth, travel documents, accommodation details, flight information, IBAN/BIC, VAT number and Legal Entity Form; • Repository data: name, surname, nationality, profession, role and professional contact details of Working Group members, mediators, national representatives, experts, NLOs and ELA case handlers, together with factual reports, non-binding opinions and related documents.
Special data categories / criminal-offence data	Special categories of personal data: trade union membership and health data may be processed. Health-related information may include dietary requirements and access requirements, such as mobility restrictions, for which explicit consent is required.
Retention period	• Identification data: retained during the person's mandate as representative; deleted once the person no longer performs the relevant activities, subject to the broader Working Group-file retention rule below; • Decisions and meeting documents: 5 years; • Audio-visual recordings: 3 months after the meeting, once the minutes have been approved; • Reimbursement files: 7 years from the date of payment; • Repository: retained for historical/statistical purposes to preserve the record of Working Group activities; • More generally, files on the creation, work and follow-up of expert/Working Groups are kept during the individual's membership and for 5 years after the person ceases to be a member or after the Working Group is closed.
Categories of recipients	Depending on the information and Working Group concerned, recipients/access holders may include: • ELA staff, on a need-to-know basis; • ELA Finance, Accounting and Budget staff, for reimbursement information; • European Commission staff, on a need-to-know basis; • European Parliament staff, on a need-to-know basis; • Social partner organisations involved in the Working Groups; • Eurofound, EU-OSHA, Cedefop and ETF staff; • Relevant external contractors, for identification and event/meeting organisation data; • General public, in relation to Working Group agendas, minutes and opinions published on the ELA website. Where possible, published materials refer to organisations/legal entities rather than natural persons. Identification and contact details may also be shared among Working Group members to promote cooperation; members are informed and may object to sharing their contact details outside their Working Group.

Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register.

Reference number	DPR-ELA-2023-0005
Title of the processing activity	ELA meetings through Webex
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, ICT and Digitalisation Support Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: resources@ela.europa.eu
Name and contact details of processor(s)	CISCO International Limited, 1 Callaghan Square Cardiff, CF10 5BT, United Kingdom
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns ELA's use of Webex for audio, video and chat-based meetings involving internal and/or external participants. An ELA staff member acts as meeting organiser and uses participant information, primarily e-mail addresses, to organise the meeting. Participants may voluntarily share audio, video, chat messages and files. The organiser may also activate meeting recording, provided participants are informed beforehand; where appropriate, a separate Privacy Statement should be prepared for the specific meeting or event.
Purpose of the processing	The processing aims to: • Identify the conference host and participants and ensure the proper operation of the Webex service; • Identify technical deficiencies and potential service improvements; • Collect information required for service invoicing; • Produce representative and aggregated conference statistics to improve user experience and service performance; • Handle technical-support requests; • Analyse the performance of technical support; • Provide ELA staff with an effective and cost-efficient communication and collaboration tool for carrying out their duties and interacting with external stakeholders.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA; • Regulation (EU) 2019/1149, in particular Articles 18(1)(g) and 36(3); • ELA Management Board Decision No 23/2023 – Communication Strategy 2023–2026; • The processing also supports the management and functioning of ELA, by providing staff with communication and collaboration tools necessary to perform their duties.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns: • ELA staff acting as Webex meeting organisers; • ELA staff participating in Webex meetings; • External participants invited to ELA Webex meetings.
Data categories	The processing may include: • Host and usage information: IP address, user-agent identifier, hardware type, operating-system type/version, client/service version, network-path IP addresses, MAC address where applicable, actions taken, meeting

	title/date/time/frequency/duration, network activity/connectivity, number of meetings and participants, screen-sharing information, host name, screen resolution, join method, performance, troubleshooting and diagnostic information; • Invoicing and host-registration information: host name, conference URL, conference time/duration, name, surname, e-mail address, hashed password, public IP address, browser, optional telephone number, optional mailing address, optional avatar and billing information; • User-generated information: optional meeting/call recordings and uploaded files; • Cisco TAC support information: name, surname, e-mail and telephone number of the employee submitting the support request, authentication information excluding passwords, system-condition information, software/hardware configuration information and error-tracking files.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• Host and Usage Information: 3 years after termination of the service, in pseudonymised form; • Invoicing information: maximum 7 years; • Host Registration Information: 7 years after contract termination, or deletion upon user request through Cisco's applicable procedure; • User-generated information: normally only for the duration of the meeting; • Meeting recordings: where activated, the recording is protected by a random password and deleted after 7 days, unless separately downloaded/saved by the organiser; • Chat messages: deleted when the meeting/session ends; • TAC Support Information: up to 10 years, or deletion upon user request through Cisco's applicable procedure.
Categories of recipients	Depending on the information concerned, access may be provided to: • ELA meeting organiser, who has access to participant identifiers and relevant organiser/account information; • Meeting participants, who can see the list of participant names and conference content during the meeting; • Authorised Cisco personnel, including personnel managing the Webex service; • Cisco authorised staff with access to statistical and invoicing information; • Cisco TAC engineers, where technical-support information is required; • ELA, which may obtain statistical, invoicing and technical-support information from the contractor where required. User identifiers such as e-mail, location and telephone information are accessible only to the organiser, while organiser account data are accessible to authorised contractor technical staff directly involved in providing the service.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0007
Title of the processing activity	EU Learn in the European Labour Authority
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: Learning@ela.europa.eu
Name and contact details of processor(s)	• European Commission, Directorate-General for Human Resources and Security (DG HR), 1049 Brussels, Belgium; • European School of Administration (EUSA), Rue Philippe le Bon 3, 1049 Brussels, Belgium; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland; • LinkedIn Ireland Unlimited Company, Wilton Plaza, Dublin 2, Ireland. LinkedIn Ireland uses LinkedIn Corporation in the United States as a sub-processor for LinkedIn Learning.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns ELA's use of the EU Learn Learning Management System to administer staff learning and development. EU Learn supports course publication and enrolment, training applications, participation and attendance tracking, tests and assessments, evaluation of learning activities, recording of acquired skills and proficiency levels, and maintenance of each staff member's learning history. It also provides access to external learning platforms such as LinkedIn Learning.
Purpose of the processing	The processing aims to optimise access to learning and development opportunities for ELA staff and to: • Plan and organise learning and development activities; • Manage courses, enrolments, learning content, assessments and participation; • Evaluate learning activities for quality-control purposes; • Assess participants' learning status and test results where relevant to career steps under the Staff Regulations; • Record acquired competences and proficiency levels; • Maintain a learning-history record for ELA staff; • Support compliance with the third-language requirement linked to first promotion and staff integration in the host country.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority; • Article 5(1)(b) – processing necessary for compliance with a legal obligation to which ELA is subject; • Article 5(1)(c) – processing necessary for the performance of a contract to which the data subject is party or to take steps at the data subject's request before entering into a contract; • Article 5(1)(d) – consent, specifically for the optional short biography and photograph of external trainers; • Article 24(a) of the Staff Regulations; • Article 45(2) of the Staff Regulations, concerning the requirement to demonstrate the ability to work in a third language before first promotion; • Management Board Decision No 22/2022 of 24 November 2022 on the framework for Learning and Development; • ELA Learning and Development Plan.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns:

	• ELA staff; • Seconded National Experts (SNEs); • National Liaison Officers (NLOs); • Interim staff; • Trainees; • External trainers; • Authorised European Commission DG HR staff, where relevant to system administration/management.
Data categories	The processing may include: • Staff identification/employment data: name, surname, job title, Unit, e-mail, telephone number, type of contract, perID, contract dates and line manager; • Learning history: participation in learning activities and courses completed; • Ratings and comments on learning events; • Test scores and assessment results; • Skills, competences and proficiency levels acquired through learning activities, assessments or self-declaration; • Attendance data; • Data originating from CUD and COMREF used to populate staff profiles; • For LinkedIn Learning, a pseudonym generated by EU Learn and associated learning activity; • Trainer data: name, surname, role, e-mail/contact details, evaluation information, and for external trainers an optional short biography and photograph.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• Training records / learning history: retained for the duration of the staff member's career and 20 years after deactivation of the profile in COMREF; • Paper attendance lists: retained until attendance data are entered into EU Learn, normally within 2 weeks, then destroyed. A scanned attendance list may be retained under the applicable accounting/Speedwell rules where used as supporting evidence for payment; • External trainer data and evaluation forms: retained for the duration of the relevant framework contract; • Skills and proficiency levels: may have their own validity period; for example, language skills may be valid for 2 years after a placement test or training course. At most, their retention follows the training-record retention period.
Categories of recipients	Access depends on role and purpose and may include: • ELA HR Sector staff, on a need-to-know basis; • Line managers / Heads of Unit acting as training validators, for approval of training requests and staff development; • ELA Finance Team, limited to participant/course information required for reimbursement; • Course managers, for planning, administration and evaluation of training activities; • Trainers, for participant information, attendance and test results relating to courses they deliver; • Training-service contractors, limited to the courses they are contracted to deliver/manage; • European Commission DG HR and EUSA system administrators, who may access system data and activity; • LinkedIn Learning Ireland, which receives only the EU Learn-generated pseudonym and associated learning activity; • Other participants in the same course/community may see the first name, surname, e-mail, institution/agency and department of fellow participants, as well as identifiable ratings/comments where the system displays the rater's name.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.

General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0008
Title of the processing activity	ELA independent expert management
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit, Capacity Building Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: capacity@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland; • External contractors for events, logistics and accommodation, where applicable. The specific contractor and additional details are identified in the relevant Privacy Statement/event documentation.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the creation and maintenance of a database of independent external experts, together with their screening, selection, contractual management, reimbursement and payment where applicable. Experts register through a specific EU Survey and provide standardised professional information and CV-related data. Access to the database is controlled by the Cooperation Support Unit, and other ELA Units may obtain access only following a written request where there is a specific need for an expert.
Purpose of the processing	The processing aims to select and manage external experts in cross-border labour mobility who may advise or assist ELA with: • Evaluation of labour mobility and social security policies in the Union; • Monitoring implementation of activities falling within ELA's mandate; • Supporting Member States with capacity building, sectoral and cross-sectoral training, awareness-raising and mutual assistance; • Establishing and maintaining an expert database; • Selecting experts and managing their contracts; • Managing travel/subsistence reimbursement and payment of fees, where applicable.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority; • Article 5(1)(b) – processing necessary for compliance with a legal obligation to which ELA is subject; • Article 5(1)(c) – processing necessary for the performance of a contract with the expert or to take steps prior to entering into a contract; • Where voluntary health-related information concerning special needs is processed for travel/accommodation reimbursement, Article 10(2)(a) applies on the basis of the data subject's explicit consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	Natural persons who respond to calls for expression of interest and register as independent experts through the designated EU Survey, including candidates who are subsequently pre-selected, selected or contracted as experts.
Data categories	Depending on the stage of the expert-management process, personal data may include: • Identity and contact data: name, surname, title, nationality, e-mail, postal address, telephone/mobile number;

	• Education and professional information: areas of expertise, employment history/work experience, publications, motivation, languages and other information provided in free-text fields; • Selection/management data: additional identification data, certifications/declarations and information forms; • Financial/payment data: Legal Entity and bank-account details, VAT exemption information and tax reference number; • Contract-related information: declaration of absence of conflict of interest and electronic/blue-ink signature; • Travel/reimbursement information: transport tickets, departure/arrival locations and countries, accommodation and related payment information; • Where relevant, health-related information concerning special needs necessary to substantiate additional travel/accommodation costs.
Special data categories / criminal-offence data	Special categories of personal data: In principle, not collected. However, an expert may voluntarily provide health-related information concerning special needs where necessary for reimbursement of additional travel or accommodation costs. Such data are processed on the basis of explicit consent under Article 10(2)(a) and are limited to what is necessary.
Retention period	• Unsuccessful candidates / registration data: 3 months after the end of the screening phase; if the decision is challenged, the 3-month period starts from the date of the last action taken; • Successful candidates / selection and management data: retained until the end of the 2-year nomination period, and longer only where required for another ongoing purpose such as reimbursement; • Reimbursement/payment data: 7 years from the date of payment, in accordance with the Financial Regulation; • Contact-list data for future invitations as speakers: retained for as long as ELA continues relevant work on labour mobility/social-security systems or until the expert requests deletion; • At the end of the applicable retention period, data are securely destroyed.
Categories of recipients	Access is granted according to purpose and on a need-to-know basis, including: • Cooperation Support Unit, as controller, with access to the expert data required to manage the process; • ELA Finance Team, limited to identification and financial information required for reimbursement/payment; • Heads of Unit and Heads of Sector in other ELA Units where a specific expert is required; access to the database is granted only following a written request approved by the Controller; • Relevant staff of the Slovak Ministry of Foreign Affairs, where information is required to prepare VAT exemption certificates; • External event/logistics contractors, where engaged, limited to identification data, job title, institution, contact details and signature necessary for event organisation.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0009
Title of the processing activity	ELA communication services
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, Information Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: communications@ela.europa.eu
Name and contact details of processor(s)	• Service providers engaged for communication-related services, including audiovisual production, audiovisual dissemination and broadcasting, media management and archiving, IT development, duplication and digitisation, media monitoring, translation and subtitling services; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the operation and management of ELA communication services, including audiovisual production, preservation and dissemination, corporate communication campaigns, media-related activities and the publication of communication material. It covers the creation and use of audio, video and photographic content as well as the processing of stakeholder and participant information necessary for ELA communication activities.
Purpose of the processing	The processing aims to: • Ensure the preservation, distribution and public communication of ELA audiovisual productions and audiovisual heritage; • Provide accurate and contextualised information concerning media content; • Ensure copyright compliance in archiving and dissemination activities and respect authors' and collaborators' rights; • Organise, operate and promote ELA corporate communication campaigns; • Produce anonymous and aggregated statistics concerning downloads of communication material; • Support the creation, preservation and dissemination of audiovisual coverage of ELA activities and policies for information and educational purposes.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA; • Regulation (EU) 2019/1149 establishing the European Labour Authority; • Regulation (EU) 2016/589 (EURES Regulation); • Article 11 TEU and Article 15 TFEU; • For the publication of personal data on ELA's website or social-media channels, Article 5(1)(d) of Regulation (EU) 2018/1725 applies on the basis of the data subject's specific consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern: • ELA staff members participating in communication campaigns or audiovisual activities; • External individuals/citizens, including project owners, competition candidates, coordinators, beneficiaries and other stakeholders involved in ELA communication activities.

Data categories	Depending on the communication activity, the following may be processed: • Audio, visual and audiovisual recordings of individuals; • Identification and contact data: name, surname, nationality, function, signature, postal address, e-mail address, telephone number, country of residence; • Technical/online identifiers: IP address, device ID, cookie identifier, login information and related metadata; • Communication-campaign information: first and last name, title, nationality, place of residence, function/job title, organisation, telephone, e-mail and social-media usernames; • Information concerning stakeholders obtained from EU institutions/agencies/bodies, Member State representatives, EC Representations, contractors, local partners or publicly available sources.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• Personal data collected for corporate communication campaigns: retained for a maximum of 12 months after the respective campaign ends, including its reporting period, and then automatically deleted; • Audiovisual content: selected audiovisual material may be retained permanently for preservation purposes, in accordance with the applicable ELA retention list; • Where information is retained for statistical purposes beyond the operational period, it is anonymised and aggregated.
Categories of recipients	Depending on the activity, recipients may include: • ELA staff responsible for the processing, on a need-to-know basis; • Authorised contractor and subcontractor staff; • EU institutions, bodies and agencies; • Member State representatives; • General public, where personal information is published as part of ELA communication activities. The general public has access only to information intended for publication, such as name, surname, job title/function, relevant professional information and photographs/videos, where prior consent has been obtained.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0010
Title of the processing activity	Subscription to ELA electronic newsletters and notifications via Newsroom
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, Information Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: communications@ela.europa.eu
Name and contact details of processor(s)	• European Commission, Directorate-General for Communications Networks, Content and Technology (DG CONNECT), 1049 Brussels, Belgium, operating the Newsroom service. • Microsoft Ireland, where Microsoft 365 services support the administrative workflow.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the use of the European Commission's Newsroom platform by ELA to establish and administer mailing lists for electronic newsletters and alerts. Individuals may subscribe to selected newsletters or notifications and may subsequently update or withdraw their subscription. ELA's authorised editors manage the subscriptions through Newsroom using EU Login, while the European Commission operates the underlying platform.
Purpose of the processing	The purpose is to establish and administer lists of e-mail addresses in order to manage ELA newsletters and electronic alerts/notifications. Subscribers can unsubscribe from the relevant newsletter or alert at any time.
Legal basis for the processing	• Article 5(1)(d) of Regulation (EU) 2018/1725 – consent, for subscribers' email addresses and subscription preferences; consent may be withdrawn at any time by unsubscribing or requesting deletion. • Article 5(1)(a) of Regulation (EU) 2018/1725, for the processing of ELA editors' identification/access data necessary to administer the Newsroom service.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns: • ELA Communication Sector staff / authorised Newsroom editors; • Internal ELA staff subscribing to newsletters or alerts; • External subscribers to ELA newsletters and alerts.
Data categories	• ELA editors: name, surname and EU Login identifier; • Subscribers: e-mail address; • For management by the processor, the Record additionally indicates access to the subscriber's topics of interest and frequency of notifications.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• ELA editors' personal data: retained for as long as the individual holds the relevant editor role; • Subscriber e-mail/subscription data: retained while the subscriber continues to consent and until the subscriber unsubscribes or requests deletion, or for a maximum of 5 years from the subscriber's last interaction with Newsroom; • Merely receiving a newsletter/notification does not count as an interaction. Interactions include actions such as subscribing, confirming or updating a subscription; • Requests for modification/deletion following withdrawal of consent are to be implemented as soon as possible and no later than 15 days after the request.

Categories of recipients	• Authorised ELA Newsroom editors, who have access to subscription lists and related subscription/alert information; • European Commission DG CONNECT, as processor/operator of Newsroom, with access to editor information, subscriber e-mail addresses, topics of interest and notification frequency, as required to operate the service.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register.

Reference number	DPR-ELA-2023-0011
Title of the processing activity	Publication of meetings with interest representatives and other externals
Controller organisational entity	European Labour Authority, Operations Department, Coordination and Liaison (NLOs and Brussels Office) Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: governance@ela.europa.eu
Name and contact details of processor(s)	-Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the management and publication of information about meetings between senior ELA representatives and interest representatives or other external parties. It covers meetings held by the Executive Director, the Chair and Deputy Chair of the Management Board and Heads of Unit, or staff replacing them, in order to ensure transparency regarding interactions with external stakeholders.
Purpose of the processing	To manage and make public information on meetings held by the Executive Director, Chair and Deputy Chair of the Management Board and Heads of Unit with interest representatives and other externals, thereby enabling ELA to fulfil its transparency obligations.
Legal basis for the processing	Articles 5(1)(a) and (b) of Regulation (EU) 2018/1725; Decision No 03/2023 of 14 April 2023 of the Executive Director. Article 5(1)(d) applies to the publication of personal data on the basis of consent. For trade union membership, Article 10(2)(b), (e), (f), (g) and (j) may apply.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern: • Executive Director of ELA; • Chair and Deputy Chair of the Management Board; • Heads of Unit, or staff members replacing them; • Interest representatives; • Other external parties, as defined in Decision No 03/2023.
Data categories	Information relating to the meetings includes: • Names of representatives of organisations and ELA officials attending the meeting, subject to the applicable publication rules; • Date of the meeting; • Location; • Name of the organisation represented by the interest representative or other external party; • Function of the ELA representative attending the meeting; • Subject of the meeting. The names of individuals other than the Executive Director are not made public unless they have freely and unambiguously consented.
Special data categories / criminal-offence data	Trade union membership may be processed. Article 10(2)(b), (e), (f), (g) and (j) may apply.

Retention period	All personal data categories: 3 years. After this period, anonymised information may be digitally archived permanently for historical purposes.
Categories of recipients	The principal recipient is the general public, because the lists of relevant meetings are published online. Internally, authorised ELA staff involved in managing the processing may access the data on a need-to-know basis.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0012
Title of the processing activity	Processing of complaints and requests under Article 90 of the Staff Regulations
Controller organisational entity	European Labour Authority, Legal and Regulatory Affairs Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: compliance@ela.europa.eu
Name and contact details of processor(s)	• European Commission, DG HR, 1049 Brussels, Belgium; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the receipt, registration, assessment and handling of requests under Article 90(1) and complaints under Article 90(2) of the Staff Regulations, including complaints by SNEs treated under the corresponding internal rules. The Legal & Compliance Sector analyses the request/complaint and supporting documentation, establishes the relevant facts, carries out the legal assessment and prepares a reasoned decision for adoption by the Appointing Authority.
Purpose of the processing	To assess Article 90 requests and complaints, determine the legality and relevant facts of the contested administrative decision, and prepare a reasoned reply/decision to be adopted by the Appointing Authority, ensuring that the procedure is handled fairly, transparently and lawfully.
Legal basis for the processing	Articles 5(1)(a) and (b) of Regulation (EU) 2018/1725; Article 90 of the Staff Regulations; Regulation (EU) 2019/1149; applicable ELA internal rules/SOP governing Article 90 requests and complaints; and, for SNE complaints, Article 24 of Management Board Decision No 07/2024.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA statutory staff: officials, temporary agents and contract agents; • Seconded National Experts (SNEs), including NLOs; • Other persons whose personal data may appear in the request/complaint or supporting material, including members of the general public, where relevant to the case.
Data categories	Personal data may include: • Information submitted by the requester/complainant; • Information provided by the service responsible for the contested decision or other relevant ELA services; • Data contained in databases accessible to the Legal & Compliance and HR Sectors; • Information from the data subject's personal file, accessed temporarily where necessary; • Depending on the subject matter, medical data or information relating to disciplinary matters; • Case-management information such as registration number, subject matter, responsible legal officer, date of receipt and deadline for reply.
Special data categories / criminal-offence data	Special categories: May include racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health data, and data concerning sex life or sexual orientation, but only where necessary to clarify the object, scope and context of the request/complaint. Relevant grounds include Article 10(2)(a), (b), (e), (f) and (h).
Retention period	• Paper copy: 5 years;

	• Electronic version: 15 years; • After expiry, the data are transferred to the Historical Archives and retained permanently. The retention is justified by the need to consult and compare previous cases to ensure uniform and consistent application of the Staff Regulations.
Categories of recipients	Access is strictly limited on a need-to-know basis and may include: • Legal & Compliance Sector; • ELA HR Sector, where necessary; • Executive Director, acting as Appointing Authority; • Staff from other ELA services possessing relevant case information; • European Commission DG HR – Appeals and Case Monitoring Unit, where coordination/referral is required; • Courts, legal advisers and other competent bodies in judicial or administrative proceedings.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0013
Title of the processing activity	Speedwell
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, Finance, Budget and Procurement Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ela-finance@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	Speedwell is an electronic financial-workflow tool used by ELA to circulate and process financial files electronically and replace paper-based workflows. It supports invoices and payments, budgetary commitments and de-commitments. Speedwell operates in connection with the Commission's ABAC accounting system, including the registration of legal entities and bank-account information.
Purpose of the processing	To ensure the workflow advancement of financial transactions relating to ELA's administrative and operating budget, specifically the processing of invoice/payment transactions, budgetary commitments and de-commitments, while replacing paper financial files with electronic workflows
Legal basis for the processing	Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA; applicable Financial Regulation requirements. For health-related data processed in limited transactions, Article 10(2)(b) applies.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff whose personal data are involved in financial transactions; • External contractors; • Experts; • External service providers.
Data categories	The processing may include: • Name, previous family name, gender, nationality, title and function; • Contact information; • IBAN and BIC; • VAT number and national insurance number; • ID card/passport number and personal number; • Place and date of birth; • Professional/CV information; • Budget line; • Salary slip; • Legal Entity Form (LEF) and Bank Account Form (BAF); • Financial workflow information concerning reimbursements, payments, commitments and de-commitments; • In limited cases, health-related data concerning children of ELA staff.

Special data categories / criminal-offence data	Special categories: Health-related data concerning children of staff may be processed in limited transactions; Article 10(2)(b) applies. Such information is treated as confidential.
Retention period	Financial-transaction files are retained for 5 years following the discharge of the relevant financial exercise. As discharge normally takes place approximately 2 years after the financial year, the overall retention is generally around 7 years. Where an audit begins before expiry of that period, data may be retained until the audit is completed.
Categories of recipients	Access may be granted, according to role and on a need-to-know basis, to: • ELA Finance Sector; • Relevant Operational Initiation Agents (OIA) and Operational Validation Agents (OVA); • Executive Director / relevant Heads of Unit or Sector; • European Commission ABAC operators and internal auditors; • ERCEA Speedwell system operators and internal auditors; • Other authorised institutional control bodies, including the European Court of Auditors. ELA staff using Speedwell receive access only to financial files relevant to their assigned functions; Finance Sector staff generally have broader access, except to confidential operations
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0014
Title of the processing activity	Identity & Access Management Service - EU Login
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, ICT and Digitalisation Support Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: resources@ela.europa.eu
Name and contact details of processor(s)	European Commission – Directorate-General for Informatics (DG DIGIT), 1049 Brussels, Belgium, as service provider of IAMS/EU Login.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns ELA's use of the European Commission's Identity and Access Management Service (IAMS), including EU Login, to create and manage digital identities and access rights for ELA/Commission IT systems and services. It supports user registration, identification, authentication, role/authorisation management, password reset, account activation/deactivation and security monitoring.
Purpose of the processing	To provide a common and secure way to identify and authenticate users and determine their access rights and roles in ELA/Commission IT systems. For ELA staff, IAMS also supports contact directories, user lists and distribution lists, and customisation of interfaces according to users' characteristics.
Legal basis for the processing	• Article 5(1)(a) of Regulation (EU) 2018/1725 for EU staff – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority; • Regulation (EU) 2019/1149 establishing ELA; • Article 5(1)(d) for self-registered individuals, based on their consent after accepting the Privacy Statement.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff / individuals registered in ELA HR records for whom a digital identity is created; • Self-registered external users requiring a digital identity to access an ELA/Commission IT system; • Staff of other EU institutions, agencies and bodies using IAMS/EU Login.
Data categories	For EU staff, data may include: • Name, date of birth, title and history of name changes; • Personal Number and Commission Per_ID; • Generated username/account and e-mail address; • Password-change history and authentication activity; • Organisation/entity, job title/status, contract start/end dates, office address and telephone numbers; • Mobile number for two-factor authentication; • Group memberships and access rights. For self-registered users: name, e-mail, username, optional mobile number, social-media/eID identifier where used, and mobile-device operating-system information for EU Login 2FA. For all users, login/logout information and access logs are processed.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.

Retention period	• ELA staff identity data and identity-change history: retained for as long as the individual has a relationship with ELA, including identity history necessary to prevent duplicate identities; • Self-registered users: until the individual requests deletion or deletes the account; • Log files: 6 months.
Categories of recipients	Access may be granted to: • ELA system administrators, help desk and authorised support staff; • European Commission DG DIGIT; • Other EU institutions, agencies and bodies, where relevant to the consolidated address book or connected systems; • System administrators of IT systems consuming IAMS data, who may potentially access data made available through IAMS according to their role.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0015
Title of the processing activity	Accounting activities at the European Labour Authority
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, Finance, Budget and Procurement Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: Ela-finance@ela.europa.eu
Name and contact details of processor(s)	• European Union Agency for Fundamental Rights (FRA), Schwarzenbergplatz 11, A-1040 Vienna, Austria; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns ELA's accounting and budget-implementation activities, including the execution and monitoring of payments, revenue collection and recoveries, preparation and maintenance of accounts, accounting-system validation and treasury management. ELA also relies on Commission systems/processes for Legal Entity and Bank Account information and for EDES information concerning early detection, exclusion and financial penalties.
Purpose of the processing	To ensure the proper implementation of ELA's budget and accounting obligations, including: • implementing payments and collecting/recovering amounts receivable; • preparing, presenting and keeping accounts; • applying accounting rules and the chart of accounts; • validating accounting systems; • managing treasury operations.
Legal basis for the processing	Articles 5(1)(a), (b) and (c) of Regulation (EU) 2018/1725; Regulation (EU) 2019/1149; Regulation (EU, Euratom) 2018/1046 (Financial Regulation); Regulation (EU) 2019/715; Management Board Decision No 21/2020 on ELA Financial Rules; and the SLA between FRA and ELA. Article 10(2)(b) applies where special-category data linked to family situation are processed.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff; • Natural persons who have or have had contractual and/or financial transactions with ELA, including beneficiaries of EU funds, citizens, contractors, SNEs and other experts, Commission/EU-institution staff, national-authority officials, retired officials and agents, special advisers, temporary/auxiliary agents and competition candidates.
Data categories	Data may include: • Name and family situation, including civil status and number of children; • Permanent address, e-mail, telephone and personal numbers; • Date and place of birth; • Legal and budgetary commitments and payments; • Bank-account details, bank name and bank address; • EDES flag; • Legal Entity Form (LEF) and Bank Account Form (BAF) information; • ID/passport details and copies; • NUP/Personal ID for staff; • Signature, payment currency and bank statements.

Special data categories / criminal-offence data	• Special categories: Family/civil-status data that may reveal sex life or sexual orientation, processed under Article 10(2)(b). • Criminal-offence data: Yes – EDES-related information on early detection, exclusion and relevant criminal offences/convictions may be processed.
Retention period	• Recovery orders, commitments and corresponding payment orders: 10 years; • LEF/BAF data for non-ELA staff: maximum 10 years after the last transaction; • LEF/BAF data for ELA staff: up to 100 years after recruitment; • EDES early-detection information: maximum 1 year after validation; • EDES exclusion: generally 5 years for serious offences such as fraud/corruption/criminal organisation/money laundering/terrorism/trafficking, 3 years for grave professional misconduct and similar cases, or the period set by the final judicial/administrative decision; • Published information on a financial penalty: removed 6 months after payment.
Categories of recipients	According to the Record, recipients include the Executive Director and Management Board. Where illegal activity, fraud or corruption is involved, information may also be communicated to the European Anti-Fraud Office (OLAF) or the European Public Prosecutor's Office (EPPO), as applicable.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0016
Title of the processing activity	360° Feedback Programme for managers in the European Labour Authority
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: learning@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland; • Greenhouse Group, Rue de la Montagne 54-56b.3, B-1000 Brussels, Belgium.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing supports ELA's 360° Feedback Programme for managers. Participating managers and selected respondents complete an online assessment concerning leadership competencies and management style. The information is transmitted to an external contractor, which administers the survey and prepares an individual feedback report. The report forms the basis for confidential discussions between the manager and an external HR coach and supports further professional development.
Purpose of the processing	To support the professional development of ELA managers by providing a rounded assessment of their leadership capabilities, strengths, development needs, management style and impact on others, through feedback from themselves and selected respondents.
Legal basis for the processing	Articles 5(1)(a), (b) and (c) of Regulation (EU) 2018/1725; Regulation (EU) 2019/1149; Staff Regulations and CEOS, in particular Article 24a and Article 57 of the Staff Regulations and Articles 11, 16, 81 and 91 CEOS; Management Board Decision No 22/2022 on the Framework for Learning and Development.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• Participating ELA managers: Executive Director, Heads of Unit and Heads of Sector; • Respondents: hierarchical superiors, peers, managers within the participant's hierarchical reach and direct reports; • External coaches from the contractor.
Data categories	• For participating managers: name, role and e-mail address; • For respondents: name, role and e-mail address; • Self-evaluation and respondent feedback concerning leadership competencies, management style and performance; • Ratings to closed questions and answers to open questions; • Aggregated competency scores and development areas included in the final feedback report.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	Maximum 1 year from the response to the survey. Personal data are retained only as long as necessary for follow-up actions under the programme or until the manager's next participation, subject to the one-year maximum.
Categories of recipients	• ELA HR Sector staff, on a need-to-know basis, have access to participants' and potential respondents' name, role and e-mail; • Greenhouse Group has access to the identification/contact data of participating managers and respondents;

	• The assigned external coach receives the full individual report; • The participating manager receives the full report. The report is not shared with the manager's hierarchical superior or ELA HR Sector unless the participant chooses to share it.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0018
Title of the processing activity	Pilot of communication applications for Concerted and Joint Inspections
Controller organisational entity	European Labour Authority, Operations Department, Enforcement and Analysis Unit, Inspections Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: inspections@ela.europa.eu
Name and contact details of processor(s)	• ENLETS – European Network of Law Enforcement Technology Services, Slowackiego 17/11, 60-822 Poznań, Poland – provides the licences/access during the pilot; • STASHCAT GmbH, Hamburger Allee 2-4, 30161 Hannover, Germany – provider of the communication application Stashcat, branded “ENLETS Messenger”.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns a pilot use of Stashcat / ENLETS Messenger to support secure communication between Member State authorities involved in Concerted and Joint Inspections. ELA's own processing is limited to granting and managing access to the tool. ELA does not access the personal data or messages exchanged within the application groups. The participating authorities/users are responsible as controllers for processing occurring within their respective groups.
Purpose of the processing	To test whether a secure communication application can improve information exchange and cooperation between Member State authorities during the planning, execution and follow-up of Concerted and Joint Inspections, and to grant authorised users access to the tool.
Legal basis for the processing	Article 5(1)(a) of Regulation (EU) 2018/1725; Regulation (EU) 2019/1149, in particular Articles 4(1)(b), 7(1), 7(3), 7(4), and 9(3)-(4), concerning cooperation, exchange of information, electronic tools and ELA support for Concerted and Joint Inspections.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff involved in the pilot; • Staff of national competent authorities participating in Concerted and Joint Inspections; • Authorised ENLETS staff; • Authorised staff of the external contractor.
Data categories	For granting access: name, surname, messenger group and e-mail address. For staff of participating Member State administrations: name, surname, alias, nationality, function, authority, telephone number, business address, e-mail and enquiries concerning the tool. Personal data exchanged inside the application groups are not accessible to ELA, ENLETS or the external contractor under this processing operation.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	Identification/access data are retained until no later than 6 months after receipt of the post-inspection report, and may be deleted earlier where no longer needed.
Categories of recipients	• Authorised ELA staff, on a need-to-know basis, for granting access;

	• ENLETS, which receives only name, surname, concerned group and e-mail address for access provisioning; • Authorised STASHCAT staff, who may know of the existence of communication groups but do not have access to participant data or exchanged content; • Users within a specific CJI group, who have access to information shared within that group.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0019
Title of the processing activity	ELA network services (internal and E-Guest WiFi)
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, ICT and Digitalisation Support Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ict@ela.europa.eu
Name and contact details of processor(s)	• Vodafone Belgium, Rue Archimede 25, 1000 Brussels, Belgium.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the operation of ELA network services, including the E-Guest WiFi service, which provides internet access to persons visiting, working or otherwise present at ELA premises. Connection-related technical data and logs are processed automatically to establish and manage connections and for troubleshooting and detection of technical problems.
Purpose of the processing	To provide users with secure internet/network access at ELA premises, including E-Guest WiFi, and to process technical information necessary for authentication, authorisation, operation, troubleshooting and detection of technical problems.
Legal basis for the processing	For ELA staff: Article 5(1)(a) of Regulation (EU) 2018/1725; Articles 11 and 12 of the Headquarters Agreement between ELA and the Government of the Slovak Republic; Article 20 of the Staff Regulations and, by analogy, CEOS. For family members: Article 5(1)(d), based on consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff; • Persons who visit, work or are otherwise present at ELA premises for professional, educational or private purposes.
Data categories	• User ID; • User IP address; • Requested service IP address; • Requested application type; • Connection start time; • Connection duration; • Logs. Some data are provided by the user, while other connection data are generated automatically by the technical infrastructure.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	Maximum 6 months after leaving ELA for ELA-related users; for guests, 12 months after the account becomes dormant.
Categories of recipients	• ELA staff responsible for the service and associated intramural contractors; • Individually authorised external contractor staff providing technical/organisational support; • CERT-EU staff, where necessary in the event of a security incident or personal-data breach. Such incident-related processing is covered by DPR-ELA-2023-0022 – ELA security investigations.
Are there any transfers of personal data to third	No personal data are transferred to third countries or international organisations in the context of this processing activity.

countries or international organisations?	
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement for ELA Guest Wifi / Privacy Statement for internal use

Reference number	DPR-ELA-2023-0020
Title of the processing activity	ELA Business Continuity Plan activities
Controller organisational entity	European Labour Authority, Operations Department
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: bcm@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing supports ELA's Business Continuity Plan and Business Continuity Management System, including maintenance of workforce contact lists, incident/crisis notification and management, business continuity exercises, prioritised access to resources for critical staff, and maintenance of an incident logbook. The framework also includes recovery strategies and simulation exercises for possible disruption scenarios.
Purpose of the processing	To increase ELA's resilience, minimise the impact of disruptions and ensure the timely recovery of critical business processes and systems, including communication with staff during incidents, crisis management, continuity exercises and allocation of necessary resources to critical and essential staff.
Legal basis for the processing	Article 5(1)(a) of Regulation (EU) 2018/1725; Article 22 of Regulation (EU) 2019/1149; Decision No 10/2023 of 25 September 2023 adopting ELA's Business Continuity Policy. For health-related data processed in incidents, Article 10(2)(a), (b), (c), (f), (g), (h) and (i) may apply.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	ELA staff, particularly staff designated as back-up personnel, persons responsible for critical processes, and other members of the ELA workforce whose contact details are required for business continuity purposes.
Data categories	• For critical/essential staff: Unit, key position, critical task and responsible person; • For business continuity/back-up staff: name, surname, professional and private contact details, including phone number, address and e-mail; • For other ELA workforce: name, surname and private phone number; • For incidents: reporter's name/contact details, date/time, incident type and location, measures taken and estimated impact.
Special data categories / criminal-offence data	Special categories: Health-related data may be processed in emergencies, for example information concerning injuries, fatalities or threats to life; Article 10(2)(a), (b), (c), (f), (g), (h) and (i) may apply.
Retention period	Personal data are retained for as long as the person works or provides services at ELA, plus 3 months to ensure continuity of operations. Contact lists are replaced by updated versions whenever workforce changes occur.
Categories of recipients	Access may include: • Business Continuity Manager, Steering Committee, Policy Owner and Plan Owner; • Crisis Management Team and Crisis Communication Team where required; • ELA DPO in case of personal-data breaches; • ELA staff on a need-to-know basis; • CERT-EU for security/cybersecurity incidents; • Building security and management; • Relevant national authorities/emergency services such as police, fire brigade and care-service providers.

Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0022
Title of the processing activity	ELA ICT security investigations
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, ICT and Digitalisation Support Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ithelpdesk@ela.europa.eu
Name and contact details of processor(s)	• CERT-EU, Rue de la Loi 107, 1000 Brussels, Belgium; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns ICT security monitoring and investigations carried out to protect ELA's infrastructure against threats, vulnerabilities and cybersecurity incidents. ELA cooperates with CERT-EU, which supports EU institutions, bodies and agencies in preventing, detecting, mitigating and responding to cyber-attacks and coordinating incident response. The processing may involve information from networks, firewalls, logs and intrusion-detection systems.
Purpose of the processing	To protect ELA's ICT infrastructure and contribute to the prevention, detection, investigation, mitigation and response to cybersecurity threats, vulnerabilities and incidents, including enabling CERT-EU to provide incident-response and cybersecurity support.
Legal basis for the processing	Articles 5(1)(a) and (b) of Regulation (EU) 2018/1725; Regulation (EU) 2019/1149 establishing the European Labour Authority.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff, particularly ICT Sector staff; • CERT-EU staff; • Any citizen whose personal data may become relevant to an ICT security incident or investigation.
Data categories	Data may include: • Files containing a user ID that are stored on or transmitted to/from a host involved in an incident; • Name, e-mail address, telephone number, role and organisation; • Asset-owner information and user-account names; • IP addresses and MAC addresses; • Connection information, files, logs and network traffic; • Online-media information, including names of authors/journalists; • Cybersecurity information-sharing data, including metadata and IP addresses.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• Automated cybersecurity procedures: up to 3 years; • Cyber Threat Management reports: 5 years + 5 years archiving; • Other Cyber Threat Management data: up to 10 years + 10 years archiving; • Incident response data: up to 2 years; • Network traffic: up to a few days.

	Where data are not collected for cyber-incident investigation purposes, shorter standard operational retention periods apply.
Categories of recipients	• ELA ICT Sector; • Head of Resources Unit; • Executive Director; • Authorised CERT-EU staff involved in the specific incident; • CERT-EU Steering Board; • Court of Justice of the European Union, where applicable. CERT-EU may access all relevant data categories in an incident following an internal ELA decision based on assessment by the ICT Manager, Head of Resources Unit and DPO.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0024
Title of the processing activity	ELA staff statistics
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: hr@ela.europa.eu
Name and contact details of processor(s)	• Unisystems S.M.S.A, 19–23 Pantou Alexandrou Street, 176 71 Kallithea, Attica, Greece; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	European Labour Authority Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the preparation of HR statistics, reports and visualisations concerning ELA's past and present workforce and, where relevant, recruitment/applicant information. Raw HR data are transformed into aggregated, pseudonymised and/or anonymised statistics concerning workforce composition, staffing, contracts and demographic characteristics. Statistics may also be produced for budgetary, organisational and management purposes.
Purpose of the processing	To produce reports, statistics and visualisations on ELA's workforce, including occupied/vacant posts, contract types, gender balance, age distribution, nationality/geographical representation and other HR indicators, and to provide relevant statistics for management, budgetary and organisational reporting, including requests from the Management Board and European Parliament.
Legal basis for the processing	We process your personal data, because, according to Article 5(1) of Regulation (EU) 2018/1725: (a) 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; (b) the processing is necessary for compliance with a legal obligation to which the controller is subject; (c) the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff; • External applicants, as stated in the Record.
Data categories	• Name and surname; • Type of contract (e.g. Temporary Agent, Contract Agent, SNE, NLO, trainees/interim staff); • Gender and gender distribution; • Age and age distribution; • Nationality and geographical distribution of staff. The wider statistical activity may also concern staffing/recruitment indicators and HR metrics such as training, sick leave, administrative enquiries and teleworking requests, in aggregated form.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	Retention depends on the underlying HR record: • Contract/temporary staff and SNE files: 10 years;

	• Interim staff: 5 years; • Trainees: 10 years; trainee files in performance/career context: 50 years; • Eliminated candidates: 2 years; reserve-list candidates: validity of the list; • Unsolicited applications: 2 years; • Personnel files: 10 years; • Learning and development: 5 years; • Recognition: 2 years; • Professional conduct/disciplinary records: 2, 5 or 20 years, depending on outcome; • Article 90/24 complaints: 5 years; • Payroll: 20 years. Anonymised reports may be kept for statistical and archival/research purposes.
Categories of recipients	• Raw data: limited to ELA HR Sector staff working on the processing and the Head of Sector; • Aggregated/pseudonymised data: may be accessible to ELA staff; • Anonymised reports/statistics: may be shared with the ELA Management Board, European Parliament, external auditors, and other EU institutions/bodies or national authorities having a specific legal basis to request them; relevant anonymised statistics may also be published.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0027
Title of the processing activity	EURES data and on-line job vacancies/advertisement analysis
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, EURES Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ela-eures-ecg@ela.europa.eu
Name and contact details of processor(s)	EURES IT Unit in the European Commission: Directorate General/Service for Employment, Social Affairs and Inclusion, Unit A.4 IT Strategy and Solutions (DG EMPL.A.4) – Specific Data Processing Agreement in place.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the analysis of EURES online job advertisement (OJA) data in cooperation with CEDEFOP, using SkillsOVATE / the Web Intelligence Hub, with the aim of assessing and improving EURES data quality. Job-advertisement data should not contain personal data; however, personal information may exceptionally appear by mistake in free-text fields. This Record covers that incidental processing and transfer scenario.
Purpose of the processing	To better understand and improve the quality of EURES job-vacancy data by analysing online job advertisements with CEDEFOP, assessing compatibility with other OJA sources, producing analytical information and obtaining recommendations for improving the EURES database.
Legal basis for the processing	Article 5(1)(a) of Regulation (EU) 2018/1725; Regulation (EU) 2019/1149 establishing ELA; and Regulation (EU) 2016/589 (EURES Regulation), in particular Chapter III.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff acting as contact points for CEDEFOP; • CEDEFOP staff acting as contact points for ELA; • Potentially EURES jobseekers, employers and EURES Advisers, where personal information is inadvertently included in vacancy data.
Data categories	Administrative processing: name, surname, e-mail address and telephone number of ELA/CEDEFOP contact persons. Business processing: any personal data accidentally included in OJA free-text fields; detected examples include name, personal e-mail address and telephone number of a vacancy contact person.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• Administrative/contact data: retained for as long as the cooperation between ELA and CEDEFOP continues or until the contact person is replaced. • Personal data inadvertently contained in OJA data: discarded as soon as the data have been analysed by CEDEFOP.
Categories of recipients	• CEDEFOP, for analysis of OJA/EURES data under the cooperation arrangement; • Eurostat, which receives aggregated reports without personal data for statistical analysis and cooperation purposes.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.

General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0028
Title of the processing activity	Reimbursement of experts and candidates through AGM
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: recruitment@ela.europa.eu
Name and contact details of processor(s)	European Commission – Directorate-General for Employment, Social Affairs and Inclusion, Unit A.4 IT Strategy and Solutions (DG EMPL.A.4), for the management and development of the EURES Portal, under a specific Data Processing Agreement.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the organisation of meetings and the reimbursement of expenses incurred by experts, candidates and other reimbursable participants through the European Commission's Advanced Gateway to your Meetings (AGM). AGM supports invitations, registration, submission of reimbursement claims and validation of legal-entity and bank-account information by PMO. Final reimbursement is processed through Speedwell.
Purpose of the processing	To organise meetings and manage the reimbursement of travel, subsistence and other eligible expenses incurred by experts and candidates invited by ELA, including the necessary validation of their legal-entity and bank-account information.
Legal basis for the processing	Articles 5(1)(a) and (b) of Regulation (EU) 2018/1725; Regulation (EU, Euratom) 2018/1046 (Financial Regulation), including Articles 160–179 and, where applicable, Article 110; Regulation (EU) 2019/1149; and Management Board Decision No 21/2020 on ELA's Financial Rules.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff involved in managing invitations and reimbursements, including HR and Finance users; • PMO correspondents; • Experts, candidates and other participants invited to ELA meetings.
Data categories	• First name and surname; • E-mail address; • EU Login ID and login data; • Transport and subsistence expense information; • Legal Entity Form data, including identification documents and address; • Bank Account Form data, including account number and account-holder information; • Identification/access data of meeting assistants and ELA financial officers involved in reimbursement.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	7 years from the reimbursement of the expenses for financial/electronic documentation.
Categories of recipients	• ELA HR and Finance Sector staff, on a need-to-know basis; • European Commission PMO staff/correspondents responsible for AGM-related tasks; • Relevant ELA line managers and authorising officers; • European Commission technical staff / IT service providers for technical support; • Investigation and control bodies, including IAS, IAC, OLAF and IDOC;

	• Where applicable, European Court of Auditors, European Ombudsman and EDPS.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0029
Title of the processing activity	Organisation and management of mandatory trainings on health and safety for ELA Staff
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: resources@ela.europa.eu
Name and contact details of processor(s)	BOZPO AGENCY s.r.o., Bernolákova 2082/17, 955 01 Topoľčany, Slovakia
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing supports the organisation and administration of ELA's health and safety training programme, including mandatory workplace-safety training every two years, fire-prevention training every three years, and basic First Aid training for interested staff. It also covers the designation/training of First Aiders and Evacuation Stewards, course administration, certification and monitoring of training continuity.
Purpose of the processing	To manage and administer mandatory health and safety and fire-prevention training, voluntary First Aid training, issue relevant certificates and maintain the continuity and follow-up of staff training over time.
Legal basis for the processing	We process your personal data, because, according to: - Article 5(1)(b) of Regulation(EU) 2018/1725, the processing is necessary for compliance with a legal obligation to which the controller is subject. - Article 5(1)(d) of Regulation(EU) 2018/1725, you have given consent to the processing of your personal data for one specific purpose.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	- ELA staff; - Contact persons and trainers of the external training provider.
Data categories	ELA staff: name, surname, e-mail address; licence/certificate information; registration number; date of birth; date of completion of final examination; date of issue; activity/scope of the certificate. External contractor contacts/trainers: name, surname, e-mail address and company.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	5 years for all data categories. This reflects both ELA's filing plan for staff learning and development and the stated national health-and-safety documentation requirement.
Categories of recipients	- ELA People and Organisation Sector; - Head of Resources Unit and relevant Resources Unit staff, on a need-to-know basis; - Staff of the external company entitled to provide education and training, on a need-to-know basis.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.

General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register.

Reference number	DPR-ELA-2023-0030
Title of the processing activity	Microsoft365 Copilot at ELA
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, ICT and Digitalisation Support Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ithelpdesk@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	European Labour Authority Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the provision and use of Microsoft 365 Copilot, a generative-AI assistant integrated into Microsoft 365 applications such as Word, Excel, PowerPoint, Outlook and Teams. Copilot processes users' prompts and may use relevant Microsoft Graph information — such as e-mails, files, meetings, chats, calendars and contacts — to provide context-specific responses. It only accesses information that the individual user is already authorised to access under existing Microsoft 365 permissions.
Purpose of the processing	To provide ELA staff with AI-assisted functionality supporting their daily work, including drafting and summarising documents and e-mails, analysing data, creating presentations, answering questions and otherwise enhancing productivity, creativity and skills within Microsoft 365 applications.
Legal basis for the processing	Articles 5(1)(a) and (b) of Regulation (EU) 2018/1725; Regulation (EU) 2019/1149 establishing the European Labour Authority. The processing is described as necessary for the proper management and functioning of ELA.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff; • Staff/contact persons from EU institutions and bodies, including members of ELA Management Board, Stakeholder Groups and Working Groups; • External contractors; • Citizens, where their information is contained in Microsoft 365 content accessible to ELA users.
Data categories	• ELA staff: Entra ID authentication information; Microsoft Graph data such as e-mails, files, meetings, chats, calendars and contacts; users' prompts and Copilot responses; optional feedback on success cases, failures, hallucinations or bias. • Partner contacts: name, surname, role/position, institution/unit, e-mail messages and attachments. • External contractors: identification/contact information plus relevant financial and procurement/eligibility information. • Citizens: name, surname, contact details, organisation/company and role/position, where contained in relevant ELA records/content.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• ELA staff identification data: while the account remains active; • Microsoft 365 data after contract expiry: 90 days before deletion; • Content data: up to 180 days following expiration/termination of the subscription; • Partner-contact, contractor and citizen data: according to the retention periods of the underlying ELA processing records governing those data.

Categories of recipients	Access is primarily limited to authorised ELA staff, according to existing Microsoft 365 permissions and the need-to-know principle. Copilot only allows users to access documents/information they are already authorised to view. User and business data are protected within the organisational environment and are not used for training the underlying models.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2023-0031
Title of the processing activity	Consultation on EURES activities
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, EURES Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ela-eures-ecg@ela.europa.eu
Name and contact details of processor(s)	For M365 and ELA Cloud: Microsoft Ireland South Country Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland
Name and contact details of DPO	European Labour Authority Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing supports consultations and surveys concerning EURES activities. ELA contacts relevant EURES stakeholders through EU Survey to collect feedback and contributions on improvements to the network and its activities. Where follow-up is required, ELA may maintain stakeholder contact lists and establish informal working groups to discuss specific issues and exchange contributions, opinions and documents.
Purpose of the processing	To obtain feedback from EURES stakeholders on the functioning and improvement of the EURES network and related activities, and, where appropriate, to maintain contact points and conduct follow-up exchanges or working-group discussions.
Legal basis for the processing	-Article 5(1)(a); -Article 5(1)(d) of Regulation (EU) 2018/1725 – consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• EURES Coordination Office / Information and EURES staff, on a need-to-know basis; • National Coordination Offices (NCOs); • Contact persons nominated by NCOs; • More broadly, respondents/stakeholders participating in EURES consultations, including EURES Members, Partners and relevant EURES staff.
Data categories	• Name, surname and contact details; • E-mail address linked to the respondent's EU Login account; • Contact details of persons agreeing to follow-up exchanges; • Contributions, opinions and documents shared during survey follow-up or working-group activities.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• Personal data collected for a survey: deleted within 12 months after the end of the survey; • Name, surname and contact details used for follow-up: retained as long as EURES continues the follow-up exchanges or until the data subject requests deletion; • Working-group contributions/documents/opinions: 12 months after creation of the Working Group.
Categories of recipients	• Authorised staff of the Information and EURES Unit / team launching the survey and conducting follow-up, on a need-to-know basis, may access personal data; • Only aggregated data are shared with other counterparts, including the European Commission, EURES Members and Partners and NCOs.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.

General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

2024

Reference number	DPR-ELA-2024-001
Title of the processing activity	CIRCABC at the European Labour Authority
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: the mailbox of the responsible ELA interest group/activity, as indicated in the specific Privacy Statement.
Name and contact details of processor(s)	European Commission – Directorate-General for Informatics (DIGIT.DDG.D.1), for the creation/access management and operation of the CIRCABC platform.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	CIRCABC is a European Commission web-based collaboration platform used by ELA to create categories and Interest Groups where authorised members can share documents, meeting material, presentations, recordings and other resources. The European Commission operates the platform, while ELA is responsible for the content and activities of its Interest Groups through designated group administrators.
Purpose of the processing	To create and manage collaborative workspaces with ELA stakeholders, including management of group memberships, access rights, communication with members and sharing of information and resources within specific CIRCABC Interest Groups.
Legal basis for the processing	Article 5(1)(d) of Regulation (EU) 2018/1725 (consent), together with the legal basis applicable to the specific ELA activity or interest group.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff registered to participate in CIRCABC Interest Groups; • External CIRCABC users, including EU citizens, staff of public administrations and other stakeholders registered to participate in Interest Group activities.
Data categories	Depending on the specific Interest Group: username, first name, surname, e-mail address; optional professional/contact information; title, job position and organisation; telephone/address details; shared documents and associated metadata; recordings; user picture; Interest Group membership; access profiles and roles; calendar information; forum posts; and EU Login-related data. The exact categories must be specified in the Privacy Statement applicable to each Interest Group.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	A user account is deleted one year after the user no longer belongs to any active group; a group with no activity for five years becomes inactive. Group Leaders may delete data earlier, and users may also request deletion of their profiles.
Categories of recipients	• CIRCABC administrators; • Group Leaders; • Member Managers; • European Commission Category Administrators.

Reference number	DPR-ELA-2024-001
	Depending on the applicable access level, members of a CIRCABC Interest Group may also access identity and contact information of other users.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2024-002
Title of the processing activity	ELA operational workload analysis
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: hr@ela.europa.eu
Name and contact details of processor(s)	• Deloitte Consulting & Advisory, Gateway Building – Luchthaven Brussel Nationaal 1J, 1930 Zaventem, Belgium; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns an organisational workload analysis combining qualitative and quantitative information from ELA staff and management. Deloitte, acting as processor, conducts desk research, self-assessment surveys and semi-structured interviews with Heads of Units/Sectors to assess workload, activity allocation, organisational challenges and opportunities for efficiency improvements. ELA does not receive the underlying raw personal data; only aggregated results are shared with ELA.
Purpose of the processing	To identify current workload challenges across ELA, assess workload distribution and organisational efficiency, and develop recommendations, tools and ready-to-use practices for sustainable workload management and future optimisation.
Legal basis for the processing	Article 5(1)(d) of Regulation (EU) 2018/1725 – consent. Participation/provision of personal data is not mandatory and consent may be withdrawn.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff participating in the workload self-assessment; • Heads of Units and Heads of Sectors / management staff participating in interviews; • Relevant ELA HR Sector staff involved in managing the exercise.
Data categories	Heads of Units/Sectors: name, surname, e-mail address and opinions expressed during interviews concerning workload context, distribution, workload peaks and possible optimisation measures. ELA staff: Unit, Sector, post and opinions concerning assignment and organisation of tasks, task forces, collaboration with colleagues and general observations regarding workload.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	Personal data were to be deleted or anonymised no later than the end of 2024. ELA does not have access to raw data; Deloitte must delete the raw data from its databases at the end of the contract, pursuant to the Data Processing Agreement.
Categories of recipients	• Deloitte, acting as processor, has access to the raw data from staff self-assessments and management interviews; • ELA HR Sector staff, on a need-to-know basis, receive aggregated data only. The aggregation is designed so that individual responses cannot be attributed to particular respondents.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.

Reference number	DPR-ELA-2024-002
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2024-0007
Title of the processing activity	Stakeholder Relationship Management (SRM) system
Controller organisational entity	European Labour Authority, Operations Department, Coordination and Liaison (NLO and Brussels Office) Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: governance@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, D18 P521, Ireland; • Avanade, Guildensporenpark 76, Block H, 9820 Merelbeke, Belgium; • Accenture, Gustav Mahlerplein 90, 1082 MA Amsterdam, Netherlands.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The SRM system, built on Microsoft Dynamics 365, is ELA's centralised platform for managing stakeholder information, interactions, workflows, cases and related documents. It supports stakeholder relationship management, workflow automation, analytics and reporting and serves as a foundational platform for several applications, including external complaints, access-to-documents requests, NLO cases, the database of experts and translation requests.
Purpose of the processing	To manage and maintain stakeholder relationships, facilitate structured communication with citizens and Member States, support the handling of requests, complaints and operational activities, enhance coordination and accountability, and provide analytics and dashboards supporting ELA's operational activities and stakeholder engagement.
Legal basis for the processing	Articles 5(1)(a), (b), (c) and (d) of Regulation (EU) 2018/1725, depending on the specific processing activity carried out through SRM. The relevant legal basis for each underlying application is further specified in its dedicated Record/Privacy Statement.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff, including TAs, CAs, SNEs, NLOs and trainees using SRM for their tasks; • External stakeholders interacting with ELA, including individuals representing partner organisations, agencies, national authorities, consultants and social partners; • Depending on the module: citizens/complainants/requesters, Member State contact points, external experts and translation-related contacts.
Data categories	Depending on the specific SRM module, data may include: • Identification and contact data: name, user ID, affiliation, e-mail, telephone, address; • Role/professional information and stakeholder relationship/history data; • Case/request information, status, actions and outcomes; • User roles and permissions; • Activity, audit and security logs, IP address, device/system information and connection data; • Survey/feedback information; • For specific modules, complaint/request content, social-security information, expert CV/profile information and translation-request information.
Special data categories / criminal-offence data	Special categories: Health data and trade-union membership may be processed in specific SRM activities, particularly complaints/NLO-related processing; the Record identifies Article 10(2)(g) as the applicable condition.
Retention period	Retention depends on the specific module/activity: • External complaints: 3 years, then anonymised; • Access to documents: max. 5 years after case closure;

Reference number	DPR-ELA-2024-0007
	• NLO contact data: for duration of collaboration/appointment; cooperation requests: 5 years after closure; EU-law information: 1 year after closure, then anonymised; • Experts: unsuccessful applicants 3 months after screening; successful experts generally until end of 2-year nomination period or longer where necessary; • Translation activities: 5 years; • System identification data: active relationship + 90 days where applicable; • System/activity logs: 1 year from last user activity; • Support/feedback and diagnostic/service data: up to 180 days after subscription termination. Historical archiving may apply where justified.
Categories of recipients	Access is provided on a need-to-know basis depending on the relevant SRM module. Recipients may include the Coordination and Liaison Sector, ICT Team, Compliance Team, NLO/Cooperation staff, Capacity Building Sector, Finance staff, Information/translation-related staff, authorised Microsoft contractors, CERT-EU, Member State national authorities/ELA contact points, IMI users and the Translation Centre for the Bodies of the EU (CdT).
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2024-0008
Title of the processing activity	ELA Events Application
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, Events and Facilities Management Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: resources@ela.europa.eu
Name and contact details of processor(s)	• Unisystem S.M.S.A, 19–23 Pantou Alexandrou Street, 176 71 Kallithea, Attica, Greece; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The ELA Events Application is an internal tool used to register and maintain a log of ELA events, meetings, conferences and webinars. It covers events initiated by ELA as well as ELA staff participation in events organised by external parties and supports internal coordination of event-related information and resources.
Purpose of the processing	To facilitate the management and coordination of ELA events and monitor their registration, including individual meetings initiated by ELA, conferences and webinars organised by external parties, and meetings involving interest representatives.
Legal basis for the processing	Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	Primarily ELA staff, including the requester/contact person associated with a particular event. Personal data relating to speakers may also appear in an attached meeting agenda. Participant data are not registered in the Events Application.
Data categories	Personal data linked to a specific event may include requester/contact person, Unit and Sector, event title, date, event type, attendance mode, event description, target audience, estimated number of participants, location and rooms. Attached agendas may contain personal data relating to speakers. No participant data are registered in the application.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	Personal data related to a specific event are deleted or anonymised no later than 1 year after the last action related to that event. Reports containing personal data may be retained for 5 years under the ELA Filing Plan, category 7.2.1 Organisation of events.
Categories of recipients	ELA staff, as necessary to coordinate and communicate information about events internally. Information published on ELA's website — such as event title, dates, location and topics — does not contain personal data. Meetings involving the Executive Director, Management Board Chair/Deputy Chair and Heads of Unit with interest representatives are covered separately by DPR-ELA-2023-0011.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.

Reference number	DPR-ELA-2024-0008
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2024-0011
Title of the processing activity	ELA Wellbeing activities
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: wellbeing@ela.europa.eu
Name and contact details of processor(s)	External contractors may be engaged for surveys, learning activities or events under a Data Processing Agreement. For the Wellbeing platform: Mavie Work GmbH, Rothschildplatz 4 / 6. Stock, 1020 Wien, Austria
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers ELA's staff wellbeing and engagement activities, including staff activities, the library, wellbeing surveys, an external wellbeing platform and counselling/coaching services. Most surveys are anonymous; where pseudonymised personal data are processed, raw data may be accessible only to the external contractor, while ELA receives aggregated information.
Purpose of the processing	To promote staff engagement and wellbeing, foster a positive and inclusive working environment, monitor working conditions, workload and staff engagement, and provide wellbeing-related activities, resources, counselling and support to ELA staff.
Legal basis for the processing	Article 5(1)(d) of Regulation (EU) 2018/1725 – consent. Participation in the relevant wellbeing activities is voluntary.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	Staff activities: name, surname, position, Unit, Sector, availability, attendance, telephone number and e-mail. Surveys: generally anonymous; where pseudonymised, raw responses may be available to the contractor only. Wellbeing platform: name, surname, e-mail, courses/counselling sessions followed, training history and platform activity. ELA receives only aggregated information and does not receive individual course or coaching-session details.
Data categories	• Name, surname, organisational position/unit and contact details where required for an activity; • Registration, attendance and availability information; • Survey responses, normally anonymous or aggregated; • Wellbeing-platform account/activity information and course or session participation; • Optional feedback on the activity or service.
Special data categories / criminal-offence data	Although wellbeing and coaching activities may involve discussions of potentially sensitive personal matters, such information is not retained as special-category data on the platform or disclosed to ELA. ELA receives only aggregated information.
Retention period	• Staff-activity data: deleted 1 year after inclusion of the activity in the final report; • Surveys: generally anonymous; where personal data are collected, a specific Privacy Statement defines the retention period; • Wellbeing platform: online profiles are deleted/revoked after the contract ends, while legally required participation records are retained by the contractor for 7 years.
Categories of recipients	• ELA HR staff responsible for staff engagement and wellbeing, on a need-to-know basis;

Reference number	DPR-ELA-2024-0011
	• External contractors supporting the relevant wellbeing activity. For the wellbeing platform, ELA receives aggregated data only; individual information on courses attended or coaching sessions is not disclosed to ELA.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2024-0012
Title of the processing activity	ELA trainings and workshops on PROGRESS
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ela-progress@ela.europa.eu
Name and contact details of processor(s)	• European Commission, Joint Research Centre (JRC), Rue Champs de Mars 21, Brussels, Belgium; • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the organisation and delivery of trainings, workshops and events relating to the Electronic Exchange of Social Security Information (EESSI) under ELA's PROGRESS Mutual Learning and Understanding Programme. Activities may be held onsite or online via MS Teams/Webex and may involve trainers, speakers, moderators, organisers and participants. Sessions may be recorded and audiovisual material published through platforms such as EU Academy, CIRCABC, ELA systems, the ELA website and social-media channels, subject to the relevant safeguards and notices.
Purpose of the processing	To organise, administer and promote PROGRESS trainings, workshops and events related to EESSI, liaise with internal and external training providers, facilitate participation and knowledge-sharing, and make relevant training material available for learning purposes.
Legal basis for the processing	For trainers: Article 5(1)(c) of Regulation (EU) 2018/1725 – processing necessary for the performance of a contract or pre-contractual steps. For participants: Article 5(1)(d) – consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff; • External trainers, speakers and organisers, including persons from other EU institutions; • Participants in PROGRESS trainings, workshops and related events.
Data categories	Name, surname, title, organisation represented, e-mail address and Member State; reports, PowerPoint presentations and other documentation shared during meetings; consent information relating to trainers; and, where applicable, photographs, screenshots, live-streaming, audio and video recordings of trainers, organisers and participants. Relevant third-party IT/platform data may also be processed according to the Privacy Statements applicable to those tools.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	• Personal data relating to participants: retained for a maximum of 1 year after the relevant workshop; • Audiovisual training material/video recordings: retained and published on EU Academy for as long as they remain valid from an educational point of view.
Categories of recipients	• Authorised staff of the Cooperation Support Unit, on a need-to-know basis; • Relevant external contractor staff; • National-authority representatives / appointed Member State staff accessing training material through EU Academy; • Organisers of the relevant meeting, training or workshop, as necessary for the activity.

Reference number	DPR-ELA-2024-0012
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2024-0017
Title of the processing activity	Processing personal data within the framework of the renewal of temporary and contract agent's contracts at the European Labour Authority
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: hr@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing supports the assessment and renewal of employment contracts of ELA temporary and contract agents. Authorised HR staff assess each case individually on the basis of the staff member's contractual situation, performance, competencies, organisational needs and recommendations from the relevant reporting/management actors. Relevant documentation is exchanged with the staff member, registered where appropriate in Ares and maintained in HR systems/files.
Purpose of the processing	To prepare, assess and manage decisions concerning the renewal of temporary and contract agents' employment contracts, in accordance with the Staff Regulations/CEOS, ELA staff policy and the applicable internal decision on contract renewal.
Legal basis for the processing	Article 5(1)(b) of Regulation (EU) 2018/1725 – compliance with a legal obligation. The processing is further based on the Conditions of Employment of Other Servants (CEOS): Articles 2(f) and 8 for temporary agents and Articles 3(a) and 85 for contract agents, together with the applicable ELA policy/internal decision on contract duration and renewal.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	ELA staff whose temporary-agent or contract-agent employment contract is being considered for renewal.
Data categories	• Identification data: full name, personal number; • Employment/contract data: contract type and duration, job title, function group, grade, statutory link and current/past assignments, including work in other EU institutions/agencies; • Jobholder's specific situation, interests and motivation for renewal; • Assessment information: performance/appraisal reports, talent and competency profile, comparison with organisational needs, reporting officer recommendations and supporting documentation; • Concluding remarks of the Executive Director.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be collected.
Retention period	Official documents used for the assessment and renewed contracts are retained in the individual personnel file. Personnel files are kept for 10 years following termination of employment or the last pension payment. Where a formal appeal or judicial procedure occurs, the relevant data are retained until completion of the appeal/judicial procedure.
Categories of recipients	• ELA People and Organisation Sector staff involved in the process; • Head of People and Organisation Sector; • Relevant line manager (HoU/HoS); • AACC or delegated person; • ELA Legal Sector, where an Article 90(2) complaint and/or litigation occurs;

Reference number	DPR-ELA-2024-0017
	• European Commission HR staff, on a need-to-know basis; • Authorised external persons involved in litigation, where applicable.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2024-0019
Title of the processing activity	Processing of personal data within the framework of the Headquarters Agreement between ELA and the Government of the Slovak Republic
Controller organisational entity	European Labour Authority, Data Protection Officer
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ela-res.support@ela.europa.eu / data-protection@ela.europa.eu
Name and contact details of processor(s)	Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers the exchange of personal data between ELA and the Ministry of Foreign and European Affairs of the Slovak Republic in the context of the Headquarters Agreement. It supports the application of privileges and immunities, the facilitation of ELA staff members' entry and stay in Slovakia, and the issuance of special identity cards serving as residence permits and identification documents. Information on family members may also be processed on a voluntary basis.
Purpose of the processing	To implement the relevant provisions of the Headquarters Agreement between ELA and the Slovak Republic, in particular by facilitating the entry and stay of ELA staff and enabling the issuance of special identity cards/residence permits.
Legal basis for the processing	For ELA staff: Article 5(1)(a) of Regulation (EU) 2018/1725; Articles 11 and 12 of the Headquarters Agreement; Article 20 of the Staff Regulations and, by analogy, the CEOS. For family members: Article 5(1)(d) of Regulation (EU) 2018/1725 – consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA statutory staff, including officials, temporary agents and contract agents; • Seconded national experts and National Liaison Officers; • Family members of ELA staff, on a voluntary basis.
Data categories	For ELA staff: name, surname, nationality, date of birth, arrival/start date, definitive departure/end date, and place/residence status in the Slovak Republic. For family members: name, surname, associated ELA staff member and family relationship. Updates are provided regularly to the Slovak authorities.
Special data categories / criminal-offence data	No special categories or criminal-offence data are processed.
Retention period	Personal data are maintained for 6 months. An updated list is sent twice yearly, and the previous version is deleted once the new updated version is prepared.
Categories of recipients	• Head of the Governance and Coordination Unit / relevant ELA contact point, including the Inter-institutional Relations Specialist, on a need-to-know basis; • Authorised staff of the Government of the Slovak Republic, in particular the Ministry of Foreign and European Affairs.

Reference number	DPR-ELA-2024-0019
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2024-0020
Title of the processing activity	EURES targeted consultation activities (including surveys, interviews and focus groups)
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, EURES Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: eures@ela.europa.eu
Name and contact details of processor(s)	• Ecorys Europe EEIG – GEIE, Rue Belliard 12, 1040 Brussels, Belgium; • UAB PPMI Group (PPMI), Gedimino pr. 50, LT-01110 Vilnius, Lithuania.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers targeted EURES consultation activities, including surveys, interviews, focus groups, workshops and other written or oral consultations addressed to specific stakeholder groups. Consultations may take place online, by e-mail, in writing or through meetings. Depending on the specific exercise, personal data may be collected directly from respondents, obtained from existing ELA contact lists or other compatible processing activities, or sourced from publicly available professional information. A specific Privacy Statement is required for each targeted consultation.
Purpose of the processing	To obtain stakeholders' and individuals' views, experiences, opinions and best practices on specific initiatives, policies or interventions related to EURES and Information activities, in order to inform and improve relevant EURES activities and services.
Legal basis for the processing	Article 5(1)(d) of Regulation (EU) 2018/1725 – consent. Further or more specific legal provisions may apply depending on the particular consultation and must be specified in its dedicated Privacy Statement.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	Any internal or external individual invited to participate in, or responding to, a targeted consultation, including relevant stakeholders and other individuals whose views are considered relevant to the consultation.
Data categories	Depending on the specific consultation: name and surname, competent authority/organisation, profession, country, telephone number, e-mail address and other contact information; stakeholder contacts; interview responses, experiences, opinions and best practices; survey responses; and, where applicable, photographs and audio/video recordings. Respondents may also spontaneously include additional personal data in their submissions.
Special data categories / criminal-offence data	Special categories and criminal-offence data are not intended to be collected unless explicitly identified and lawfully covered in the dedicated Privacy Statement for a particular consultation.
Retention period	• Identification data: 2 years from the start of the study/targeted consultation; • Interview data: 1 year from the end of the study/consultation; • Audio/video recordings: 6 months from the end of the study/consultation.
Categories of recipients	• Authorised ELA staff responsible for processing replies and contributions, on a need-to-know basis; • External service providers/processors and subcontractors, where applicable. Certain personal data may be published on the ELA website only with the explicit consent of the data subject.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.

Reference number	DPR-ELA-2024-0020
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2024-0021
Title of the processing activity	ELA job descriptions
Controller organisational entity	European Labour Authority, People and Organisation Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: hr@ela.europa.eu
Name and contact details of processor(s)	• European Commission, Directorate-General for Human Resources and Security (DG HR), for the SYSPER service; • European Commission, Directorate-General for Informatics (DG DIGIT), for technical operation of SYSPER; • Authorised IT contractors supporting the system, where applicable.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the creation, management and assignment of job descriptions to ELA staff members through SYSPER. Job descriptions define the purpose, functions, duties, requirements and working environment of a position and are subsequently associated with a specific job holder. SYSPER is operated and technically maintained by the European Commission, and PDF exports of job descriptions may also be generated and retained by the staff member, line manager and HR.
Purpose of the processing	To support and facilitate staff and workforce management by providing clear and detailed job descriptions, defining the responsibilities and requirements of individual positions, and ensuring organisational consistency and alignment with ELA's strategic objectives.
Legal basis for the processing	Article 5(1)(b) of Regulation (EU) 2018/1725 – compliance with a legal obligation; Article 5(4) of the Staff Regulations, applicable by analogy to temporary and contract staff through Articles 11 and 81 CEOS.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	Current and former ELA staff covered by the Staff Regulations/CEOS, namely officials, temporary agents, contract agents and former staff members following termination of service, including retirement or expiry of contract.
Data categories	Information concerning the job/position, including its purpose, domain, functions and duties, required experience and job environment. Once associated with a specific job holder, the processing also includes the job holder's name and job title.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	Personal data are retained for as long as the job holder remains in the relevant position. If the person changes position, the existing job description is delimited and a new one is created. Where another person takes over the same position, a new copy of the job description is created and uniquely associated with the new holder, without visibility of previous job holders.
Categories of recipients	Within ELA: authorised staff on a need-to-know basis; HR and line managers may edit job descriptions; the job holder sees the approved JD; the Executive Director may access all relevant data; Heads of Units may access staff under their responsibility, and Heads of Sectors where delegated. External: European Commission DG HR/DG DIGIT and relevant IT external contractors for operation and technical support of SYSPER.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.

Reference number	DPR-ELA-2024-0021
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

2025

Reference number	DPR-ELA-2025-0001
Title of the processing activity	EURES - Skillab data and on-line job vacancies/advertisement analysis
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, EURES Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: eures@ela.europa.eu
Name and contact details of processor(s)	European Commission, DG EMPL – Unit A.4 IT Strategy and Solutions (DG EMPL.A.4), responsible for the management and development of the EURES portal, under a specific Data Processing Agreement.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns a collaboration between ELA and the Skillab Consortium to analyse EURES online job-advertisement data and information received from EURES National Coordination Offices on labour shortages and surpluses. The purpose is primarily analytical and research-oriented. EURES job-advertisement data should not contain personal data, but personal information may exceptionally appear by mistake in free-text fields. The process is intended to cover this residual scenario and ensure that any accidentally included personal data are identified and discarded during the Skillab analysis.
Purpose of the processing	To improve the quality of EURES data and support analysis of skills, labour shortages, surpluses and wider European labour-market trends through cooperation with Skillab and analysis of online job-advertisement data and NCO information.
Legal basis for the processing	Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority. The processing is further grounded in Regulation (EU) 2019/1149 establishing ELA and Article 16 / Chapter III of Regulation (EU) 2016/589 on EURES.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	• ELA staff acting as contact points for Skillab; • Skillab Consortium staff acting as contact points for ELA; • Potentially EURES jobseekers, employers and EURES Advisers, where personal data have been inadvertently inserted in online job-vacancy free-text fields.
Data categories	Administrative processing: name, surname, e-mail address and telephone number of ELA and Skillab contact persons. Business processing: any personal data inadvertently included in EURES job-advertisement free-text fields. Cases detected so far have included name, personal e-mail address and telephone number of a contact person associated with a vacancy.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	• Administrative contact data: retained for as long as the collaboration between the organisations continues or until the relevant contact person is replaced; • Personal data accidentally included in business data: discarded as soon as the data are analysed by Skillab. The collaboration is expected to run until December 2026.

Reference number	DPR-ELA-2025-0001
Categories of recipients	Authorised staff of the Skillab Consortium involved in the analysis. Skillab may process any personal data inadvertently included in the job-advertisement data solely for the purpose of the analysis; such data are discarded once detected. Aggregated reports shared with Skillab do not contain personal data.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised Access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2025-0003
Title of the processing activity	ELA PROGRESS Portal - online repository on EESSI support
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ela-progress@ela.europa.eu
Name and contact details of processor(s)	-Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. -Where external companies are used for event organisation, logistics or accommodation, the relevant contractor may also process personal data on ELA's behalf under contractual data-protection obligations
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The PROGRESS Portal is an online repository supporting the EESSI community, accessible to authorised users from Member States and the European Commission. It contains three main modules: Good Practices, Mapping of national EESSI implementations, and Matching/Testing Partners for interoperability testing campaigns. The first two modules do not contain personal data. Personal data are processed mainly for Portal user registration/access management and, where individual contact details are used, for coordinating interoperability testing through the Testing Partners module.
Purpose of the processing	To operate and manage the PROGRESS Portal, authenticate and administer authorised users, support the exchange of information on EESSI implementation, and facilitate the identification and coordination of testing partners for EESSI interoperability testing campaigns.
Legal basis for the processing	The processing is based on the following legal grounds: • Article 5(1)(a) of Regulation (EU) 2018/1725 – performance of a task carried out in the public interest or exercise of official authority. • Article 5(1)(b) of Regulation (EU) 2018/1725 – compliance with a legal obligation. • Regulation (EU) 2019/1149 establishing ELA, in particular Article 7(4) and recital 17.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns the following categories of data subjects: • PROGRESS Portal users from the EESSI community, including users from Member State national authorities. • Country administrators responsible for managing users from their respective country. • Testers and testing managers participating in EESSI interoperability testing campaigns. • European Commission DG EMPL – EESSI team members, where they use or support the Portal/testing module.
Data categories	The processing involves the following categories of personal data: • Identification and contact data for Portal users: name, surname, country, e-mail address and, optionally, telephone number. • Professional information: institution name and department, where provided. • Testing-partner contact data: name, surname and e-mail address of testers/testing contacts. • Organisational contact information: an organisation name and functional mailbox may be used instead of personal contact details in the Testing Partners module.

Reference number	DPR-ELA-2025-0003
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	Retention varies according to the relevant category of personal data: • Portal registration and user-management data: retained for as long as the user maintains an account on the Portal; the user may request deactivation/deletion at any time. • Testing Partners contact data: retained for the period of the announced testing availability plus two weeks, and in any event no longer than 3 months. • Once the applicable retention period expires, the data are securely deleted.
Categories of recipients	Personal data may be accessed by the following categories of recipients, depending on their role and on a need-to-know basis: • ELA Cooperation Support Unit staff, who may access the data submitted to the Portal for management of the processing activity. • Country administrators, who may access registration data of users from their respective country. • Portal users with access rights to the Testing Partners module, including testers from Member State authorities, who may access the contact details linked to published testing availabilities. • European Commission DG EMPL – EESSI team members, for the organisation and support of interoperability testing campaigns. • Authorised external contractor staff, where their involvement in the operation/support of the relevant activity requires such access.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2025-0004
Title of the processing activity	ELA research and analysis activities supporting cooperation between Member States
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: cooperation-support@ela.europa.eu
Name and contact details of processor(s)	The processing may involve the following external processors: • Milieu Consulting, Chaussée de Charleroi 112, 1060 Brussels, Belgium. • European Social Affairs, Management and Communication (Eftheia), Avenue Paul Deschanel 62, 1030 Brussels, Belgium. • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers research, studies, analyses and reports concerning administrative cooperation between Member States' competent authorities in the fields of labour mobility and coordination of social security systems. Research may involve in-depth interviews with selected stakeholders and experts, generally conducted by external contractors, who compile and comparatively analyse the information collected before providing the results and relevant data to ELA. A specific Privacy Statement is prepared for each individual study.
Purpose of the processing	To support Member States in the effective and uniform application of EU rules on labour mobility and social security coordination by analysing administrative cooperation practices, procedures, challenges and good practices. For the specific PD A1 study, the research focuses on digital tools, procedures, assessment criteria, and control/verification mechanisms relating to the administration and issuance of Portable Document A1 in posting situations.
Legal basis for the processing	For the specific research activity covered by the attached Privacy Statement, the legal basis is: • Article 5(1)(d) of Regulation (EU) 2018/1725 – consent. The umbrella Record covers different research activities and requires a specific Privacy Statement for each study; therefore, the applicable legal basis should be confirmed in the Privacy Statement of the individual research activity.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The research may concern the following categories of data subjects: • National experts from Member State authorities working on labour mobility and social security coordination. • European Commission staff, in particular DG EMPL. • Eurofound staff. • European social partners, including organisations such as BusinessEurope and EUROCIETT and sector-level social-partner organisations.
Data categories	The categories of personal data processed may vary depending on the individual study and are specified in its dedicated Privacy Statement. They may include:

Reference number	DPR-ELA-2025-0004
	• Identification and contact data: name, surname, competent authority/organisation, country, telephone number and e-mail address. • Interview data: date of interview, experiences, best practices and information provided in relation to the research topic. • Content-related data: opinions and replies to thematic questions concerning legislation, national practices, challenges, possibilities and good practices. • Stakeholder information: contact details of other potential stakeholders suggested for interview. • Consent information: dated and signed consent/authorisation forms. • Audiovisual data: photographs and audio/video recordings of interviews, where applicable and subject to specific consent.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	Retention depends on the relevant category of data: • Research data, including interviews and questionnaire responses: 2 years. • Identification data: 2 years; before expiry, experts may be contacted to request consent for inclusion in ELA contact lists under DPR-ELA-2022-0024. • Personal data specifically authorised for publication — such as name, surname, role, organisation and opinion: 5 years. • Audio/video recordings: 1 year from the start of the study. • External processors delete the personal data relating to the research project when the data are transferred to ELA. • Personal data received by ELA are deleted or anonymised after the applicable retention period.
Categories of recipients	Personal data may be accessed by the following categories of recipients, subject to their role and the need-to-know principle: • Authorised ELA Cooperation Support Unit staff, who may access the raw data received from external processors. • Authorised staff of the external contractors/processors, who may access the personal data necessary to conduct the interviews, research and preparation of the report. • General public, only where particular personal data are specifically authorised for publication by the data subject. Normally, ELA reports contain no personal data and only aggregated information is published.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2025-0005
Title of the processing activity	ELA WEBTOOL PILOT - Mobility Information and Rights Assistant (MIRA)
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, Information Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: information@ela.europa.eu
Name and contact details of processor(s)	The processing involves the following external processors: • Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, D18 P521, Ireland. • CAN-ARHS Consortium, composed of: – Accenture NV/SA, Rue Picard 11 B100, 1000 Brussels, Belgium. – ARHS Developments S.A., Boulevard du Jazz, L-4370 Belvaux, Luxembourg.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	MIRA is an AI-based pilot tool combining Generative AI with Retrieval-Augmented Generation (RAG) to answer testers' questions using information retrieved from official EU and Member State sources. The pilot includes a chatbot, an administrative console, a SharePoint-based knowledge-management environment, a web-scraping mechanism for approved official sources, and a feedback mechanism used to evaluate and improve the quality of MIRA's responses. Personal data are processed principally for tester authentication and access management, system security and audit logging, administration of roles and permissions, and collection of tester feedback during the pilot phase.
Purpose of the processing	To develop, test and improve the MIRA AI chatbot, in particular by using tester feedback to refine the RAG framework, improve the retrieval of relevant legal information and iteratively improve the quality and accuracy of the LLM-generated responses. Personal data are also processed to manage tester accounts and permissions and ensure traceability, security and accountability through audit logging.
Legal basis for the processing	The processing is based on the following grounds under Regulation (EU) 2018/1725: • Article 5(1)(a) – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA. • Article 5(1)(d) – consent of the data subject for one or more specific purposes. Testers are required to provide consent before being granted access to the pilot tool and its functionalities.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling. MIRA provides information/guidance and does not take decisions producing legal or similarly significant effects for users.
Data subjects' categories	The pilot concerns the following categories of data subjects: • Internal testers, including authorised ELA staff participating in the testing of MIRA. • External testers/stakeholders, participating in the pilot and providing expert feedback. The testers may be internal or external and must consent before obtaining access to the tool.
Data categories	The processing involves the following categories of personal data: • Identification data: full name of the tester/stakeholder.

Reference number	DPR-ELA-2025-0005
	• Contact, account and credential information: e-mail address and account-related information. • Expertise information: tester's area of expertise, linked to an EU Member State. • Access and permissions data: roles and permissions in the admin console, SharePoint and relevant databases. • Interaction logs: actions relating to adding or deleting knowledge sources. • Consent records: documentation of consent to personal-data processing and communication preferences. • Feedback data: comments on MIRA responses, like/dislike feedback and relevant conversation context. • Audit and security logs: user identifiers, IP addresses, timestamps, login/access events, administrative actions, firewall events and security-system events.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	The same pilot-phase retention period applies to the principal categories of personal data: • Identification data: until 31 December 2025. • Contact information: until 31 December 2025. • Expertise information: until 31 December 2025. • Access and permissions: until 31 December 2025. • System logs and metadata: until 31 December 2025. • Feedback interactions: until 31 December 2025. All personal data collected for the pilot are to be securely deleted by 31 December 2025, at the end of the MIRA pilot phase.
Categories of recipients	Personal data may be accessed by the following categories of recipients, according to their role and on a need-to-know basis: • ELA Resources Unit – ICT Sector, including authorised ICT administrators responsible for system/Azure resources, account management, security and audit logs. • ELA Information and EURES Unit – Information and Services Sector, including authorised administrators, Power Administrators and Knowledge Management Administrators involved in operating and testing MIRA. • Authorised external contractor staff, in particular Accenture, for development/support of the MIRA pilot. The contractor may access the personal-data elements necessary for its tasks until the end of its contract. • Microsoft, as cloud service provider supporting the technical environment. Access credentials, audit logs and consent records remain under the exclusive control of ELA's internal ICT administrators and are not accessible to the external contractor.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2025-0006
Title of the processing activity	ELA Good Practices Database
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit, Capacity Building Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: capacity@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the collection, screening, management, revision, finalisation and publication of good practices submitted in response to ELA Calls for Good Practices. Applicants representing legal entities submit their good practices through the database. ELA may subsequently contact them to obtain additional information and finalise the corresponding good-practice fiche before publication. The database supports the exchange and dissemination of experiences and good practices, including examples of cooperation between national authorities.
Purpose of the processing	To collect, manage and publish good practices and to communicate with representatives of the submitting legal entities where further information is needed concerning their application. The database aims to promote the exchange and dissemination of experiences and good practices, including examples of cooperation between relevant national authorities.
Legal basis for the processing	The processing is based on the following legal grounds: • Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority. • Article 5(1)(b) of Regulation (EU) 2018/1725 – processing necessary for compliance with a legal obligation. • Article 11 of Regulation (EU) 2019/1149 establishing ELA, on cooperation and exchange of information/good practices, as identified in the Record as the basis for establishing the database.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns the following category of data subjects: • Individuals representing legal entities that respond to ELA Calls for Good Practices, acting as contact persons for the submitted good practice.
Data categories	The processing involves the following categories of personal data: • Identification data: name and surname of the contact person representing the legal entity. • Professional data: job position and identification of the legal entity represented. • Contact data: e-mail address of the contact person or legal entity. • Application-related information: information supplied in connection with the submitted good practice and, for pre-selected applications, additional information needed for the revision and finalisation of the good-practice fiche. No additional personal data are required at this stage. • Speaker/contact-list information: representatives may subsequently be invited to participate as speakers at ELA events, subject to specific consent.

Reference number	DPR-ELA-2025-0006
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	The Record establishes the following retention period: • Good-practice data and associated contact-person details: the good practices are to remain published in the database and available to the public for 30 years.
Categories of recipients	Personal data may be accessed or disclosed to the following categories of recipients, depending on the stage of the processing: • ELA Cooperation Support Unit – Capacity Building Sector, responsible for managing the database and the applications. • Other authorised ELA Units or Sectors, where access is necessary on a need-to-know basis. • Authorised external contractor staff, where access is necessary for technical upgrades or maintenance of the database and to the extent determined by ELA. • General public, but only in relation to finalised good-practice fiches that have been validated for publication. The application-management module itself is not publicly accessible.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2025-0007
Title of the processing activity	Management of ELA Translation Facility for Information activities and ELA Translation application
Controller organisational entity	European Labour Authority, Operations Department, Information and EURES Unit, Information Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: information@ela.europa.eu
Name and contact details of processor(s)	• Translation Centre for the Bodies of the European Union (CdT), Bâtiment Technopolis Gasperich, 12E rue Guillaume Kroll, L-1882 Luxembourg.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing supports the management and monitoring of translation and other language-service requests under ELA's Translation Facility for Information. Requests are managed through the Translation Centre's eCdT Client Portal 2.0 and ELA systems, including the Translation application, SharePoint, Ares and the Stakeholder Relationship Management (SRM) application. Personal data are processed for creating and maintaining requester accounts, coordinating translation requests, communicating with National Translation Coordinators (NTCs), managing internal approval workflows, delivering translated files, monitoring use of the Facility and collecting satisfaction information.
Purpose of the processing	To operationally manage ELA's Translation Facility for Information, enabling EU Member States and EEA countries to submit translation and other language-service requests, receive translated files, manage internal checks and approval workflows, monitor the use of the Facility, and support regular cooperation with the National Translation Coordinators and the Translation Centre.
Legal basis for the processing	The processing is based on the following legal framework: • Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority. • Regulation (EU) 2019/1149 establishing ELA, in particular Articles 5, 7, 11, 12 and 35. • Article 5(c) of Regulation (EU) 2019/1149, concerning ELA's support to Member States regarding access to and dissemination of information relating to labour mobility legislation. • Article 35(2) of Regulation (EU) 2019/1149, under which the translation services required for ELA's functioning are provided by the Translation Centre. • Article 4 of Executive Director Decision No 8/2025, requiring each Member State to appoint a National Translation Coordinator.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns the following categories of data subjects: • ELA staff involved in translation activities and holding valid authentication credentials, including requesters, preparators, approvers, administrators and superusers. • National Translation Coordinators (NTCs) appointed by Member States, and relevant coordinators from EEA countries participating in the Translation Facility. • Where provided for continuity of service, colleagues designated by an NTC whose contact details are supplied for delivery of translated files.
Data categories	The processing involves the following categories of personal data:

Reference number	DPR-ELA-2025-0007
	• Identification data: name and surname. • Professional information: function/role, institution represented, department and country represented. • Contact data: professional e-mail address, administrative telephone/mobile number and, where voluntarily supplied, administrative/postal address. • Account and access data: information required to create and manage accounts in the Translation Centre portal and to allocate roles in the ELA Translation application. • Translation-request communication data: information contained in clarification e-mails relating to individual translation or language-service requests. • Alternative delivery contact data: name, surname and e-mail address of another colleague, or a functional mailbox, where the NTC is unavailable. • Return-address information: personal administrative e-mail address or functional mailbox used to deliver translated files. • Survey/feedback information: where satisfaction surveys are not anonymous, relevant information connected with the respondent and their assessment of the service.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	The Record establishes a single retention period for the processing: • All personal-data categories: 5 years. This corresponds to ELA's Filing Plan for files documenting the implementation of translation policy, management of translations, linguistic and quality advice, terminology and translation/management tools.
Categories of recipients	Personal data may be accessed or disclosed to the following categories of recipients according to their role and on a need-to-know basis: • ELA staff requesting or managing translations, who access the data necessary for the relevant translation request. • ELA staff with a superuser role in the Translation Centre application, who may access translated documents and user contact data necessary for management of the Facility. • Translation Centre for the Bodies of the European Union (CdT) authorised staff, who access National Translation Coordinators' and requester data where necessary to manage translation requests, clarify requirements, agree deadlines and deliver translations. • National Translation Coordinators (NTCs), who coordinate and submit translation and language-service requests on behalf of their national administrations. • Relevant national authorities, to which ELA may disclose the contact details of the National Translation Coordinator where necessary for access to translation support.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised Access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2025-0008
Title of the processing activity	Management of backups of data contained in ELA systems
Controller organisational entity	European Labour Authority, CTO - Corporate Services Department, ICT and Digitalisation Support Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ithelpdesk@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. • Rubrik The Netherlands, Hoogoorddreef 54A, 1101 BE Amsterdam, Netherlands.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the automated backup and recovery of data contained in ELA ICT systems and services. ELA uses the Rubrik data-protection platform, integrated with Microsoft cloud services, to securely replicate and store information from Microsoft 365, Azure resources, Azure DevOps repositories, Dynamics applications and other ELA systems. Backup data are used solely for recovery, business continuity, disaster recovery, system maintenance and other authorised ICT purposes and are not used for operational decision-making.
Purpose of the processing	Backup processing serves the following purposes: • To ensure the availability, integrity and resilience of data processed within ELA systems. • To enable restoration of data and systems following accidental deletion, malfunction, data corruption, cyber incidents or other technical disruptions. • To support business continuity and disaster recovery. • To enable authorised retrieval of backup data where necessary for incident resolution, recovery or service continuity. • To support compliance with applicable data-protection, information-security and records-management obligations.
Legal basis for the processing	The processing is based on the following legal framework: • Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority. • ELA Business Continuity Policy. • Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 concerning the security of communication and information systems in the European Commission.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	Because backups replicate data from multiple ELA systems, they may concern the following categories of data subjects: • ELA staff members, including Temporary Agents, Contract Agents, Seconded National Experts, trainees and other internal personnel whose data are processed in ELA ICT systems. • External users whose personal data are stored in ELA systems. • Service providers and other external individuals whose personal data are processed within ELA ICT systems.

Reference number	DPR-ELA-2025-0008
Data categories	Backup copies may contain the following categories of personal data, depending on the underlying ELA system: • Identification data: username, first name, surname, e-mail address, department and service. • Account and access data: roles, permissions and group affiliations. • Professional and business information: business name, business group and business type. • System and network activity data: username, originating device, IP address, destination URLs, browsing history, timestamps and browser characteristics. • Technical and system-generated data: logs, analytics data and other information generated through use of ICT networks, systems and equipment. • Development/project-management data: Azure DevOps repositories, pipelines, work items, configuration data and associated metadata. • Content data: files and documents in SharePoint, OneDrive and shared/user storage areas; e-mails and metadata; Teams collaboration content. • Interaction and communication data: calls, service requests and other exchanges, including associated metadata. • Event-related data: participation, event name, organiser and date. • Other files stored within users' allocated network areas in ELA systems.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	Retention depends on the system and the applicable Rubrik backup policy: • Backup operations are generally performed daily. • Retention periods range from 2 weeks to 1 year, depending on the system and the type/criticality of the information protected. • The maximum retention period does not exceed 1 year. • Backup data are not retained longer than necessary under the applicable retention policy.
Categories of recipients	Access to backup data is strictly limited to the following categories of recipients according to role and necessity: • ELA ICT administrators, who may access backup data strictly where necessary for restoration, incident handling or system maintenance. • Authorised ELA services and data controllers, which may receive access to specific restored data on a case-by-case and need-to-know basis for incident resolution, data recovery or service continuity; such access is mediated by the ELA ICT function. • Microsoft, as external cloud/infrastructure service provider, with limited and controlled access for infrastructure maintenance, security and support purposes. • Rubrik, as the data-protection/backup platform provider, with limited and controlled access for infrastructure maintenance, security and support purposes.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.

Reference number	DPR-ELA-2025-0008
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2025-0009
Title of the processing activity	Database related to the coordination and support of concerted and joint inspections - Inspections App
Controller organisational entity	European Labour Authority, Operations Department, Enforcement and Analysis Unit, Inspections Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: inspections@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. • Insight Technology Solutions Belgium Inc., Romeinsesteenweg 468, 1853 Grimbergen, Belgium; • Avanade, Guildensporenpark 76, Block H, 9820 Merelbeke, Belgium.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The Inspections App is a case-management system supporting the planning, coordination, execution and reporting of ELA-supported concerted and joint inspections. It includes a database of national coordinators, inspection agendas and coordination information, and participant/attendance lists. Access is controlled according to assigned roles through Role-Based Access Control (RBAC).
Purpose of the processing	The processing supports the following operational purposes: • To facilitate the planning, execution, coordination and reporting of concerted and joint inspections. • To enable effective communication and coordination between ELA and participating Member State authorities. • To maintain information on the persons coordinating and participating in individual inspection cases. • To document inspection agendas, attendance and the ELA financial or logistical support provided. • To strengthen cooperation between Member States and support the effective enforcement of Union labour-mobility law.
Legal basis for the processing	The processing is based on the following legal framework: • Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority. • Regulation (EU) 2019/1149 establishing ELA, in particular Article 4(1)(b), Article 7(1), Article 7(3)–(4), and Article 9(3)–(4). • Recital 17 of Regulation (EU) 2019/1149, concerning cooperation and exchange of information between Member States.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns the following categories of data subjects: • ELA staff authorised to manage the Inspections App. • ELA case handlers involved in the coordination of inspections. • National Liaison Officers (NLOs). • National coordinators designated by participating Member States. • Inspectors from Member States involved in concerted or joint inspections. • Other participants, including interpreters where applicable, involved in ELA-supported concerted and joint inspections.
Data categories	The processing involves the following categories of personal data:

Reference number	DPR-ELA-2025-0009
	• National Coordinator identification data: first name and surname. • Professional contact data: work e-mail address and work telephone number. • Professional information: role/function, organisation and Member State represented. • Inspection agenda and coordination data: names and professional contact details of ELA case handlers, NLOs, national coordinators and Member State inspectors, together with inspection dates and locations. • Participant and attendance data: names, work e-mails, telephone numbers, roles, institutions and, where applicable, signatures of participants and interpreters. • User-account data: username of authorised ELA users. • System-use data: login/logout timestamps and access logs related to use of the Inspections App.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	The applicable retention arrangements are: • All personal-data categories: retained for a maximum of 5 years. • The period follows the ELA Filing Plan for files related to inspections carried out under Articles 8–9 of Regulation (EU) 2019/1149. • After the retention period, personal data are deleted or securely anonymised; anonymised data may be retained for statistical purposes.
Categories of recipients	Personal data may be accessed by the following categories of recipients according to their role and access rights: • Authorised staff of the Concerted and Joint Inspections Sector, with access to the raw database necessary to manage and coordinate inspections. • National Liaison Officers (NLOs), with view and edit access only to data relating to the Member State they represent. • ELA ICT administrators, solely where access is necessary for system maintenance and security purposes. The Analysis and Risk Assessment Sector does not have access to the raw personal-data database; it receives only aggregated data, specifically the final analytical report.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2025-0010
Title of the processing activity	Corporate Events Application
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, Events and Facilities Management Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ela-events@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. • Insight Technology Solutions Belgium Inc., Romeinsesteenweg 468, 1853 Grimbergen, Belgium. • Avanade, Guildensporenpark 76, Block H, 9820 Merelbeke, Belgium.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The Corporate Events Application is an internal Microsoft Dynamics-based business application used to manage the full lifecycle of ELA events, from initial planning and approval through contracting, execution and post-event finalisation. It supports the registration and tracking of meetings, conferences, webinars and other events, coordination of services such as travel, accommodation, venues and catering, management of contractual requests, and monitoring of approvals and post-event information. The application does not store meeting recordings or minutes.
Purpose of the processing	The processing supports the following purposes: • To support the planning, organisation, coordination and follow-up of ELA events and activities. • To manage ELA-organised events, ELA participation in external events and external events hosted at ELA premises. • To coordinate administrative, logistical and contractual processes necessary for events. • To manage related approvals, contracting processes and operational workflows. • To ensure appropriate monitoring, traceability and institutional oversight of ELA engagements and associated operational and financial workflows.
Legal basis for the processing	The processing is based on the following legal grounds under Regulation (EU) 2018/1725: • Article 5(1)(a) – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority. • Article 5(1)(c) – processing necessary for the performance of a contract to which the data subject is party or to take pre-contractual steps at the data subject's request.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing may concern the following categories of data subjects: • ELA staff, including event requestors, approvers, event managers and other authorised users of the application. • External contractors and service providers engaged in the organisation or implementation of events. • Speakers, where their personal data are included in an agenda attached to an event record. Participant data are not registered in the Corporate Events Application.
Data categories	The processing involves the following categories of personal data:

Reference number	DPR-ELA-2025-0010
	• Identification and professional data: first name, surname, e-mail address, position, organisational unit and role in the event. • Event and operational data: event details, internal coordination notes, timeline entries and approval information, including decision, date and comments. • Contractual data: Framework Contract reference, Request for Specific Contract (RfSC) number, contractor name and contact details, commitment status, ARES and LC references. • Financial information: forecasted, contracted and actual amounts, budgetary commitment data and cost-allocation references, where displayed in connection with the event. • Security and user-activity data: username/user ID, assigned security role and role-based access group, login/logout timestamps, session identifier, access/activity logs, authentication failures and administrative role changes. • External contractor/service-provider data: name, surname, e-mail address, position and relevant contractual references. • Speaker data: personal data included in an attached event agenda, where applicable.
Special data categories / criminal-offence data	Special categories and criminal-offence data are not intended to be processed by the general corporate-event workflow unless expressly required and covered by a specific event Privacy Statement.
Retention period	Retention depends on the relevant data category: • Identification and professional data: 1 year after the end date of the event, then deleted or anonymised. • Event and operational data: 1 year after the end date of the event, then deleted or anonymised. • Contractual data: 1 year after the end date of the event, then deleted or anonymised. • Security and user-activity logs: 1 year from the date of log creation, then automatically deleted or anonymised. • In general, event-related personal data are deleted 1 year after the last action concerning the event. • Financial data processed through ComELA are subject to the separate retention framework under DPR-ELA-2026-0003.
Categories of recipients	Personal data may be accessed or disclosed to the following categories of recipients according to their role and on a strict need-to-know basis: • Authorised ELA staff, including general users, Events Team/Events Lead and Finance, Budget & Procurement staff, according to their RBAC permissions and responsibilities. • External contractors and service providers, which may receive limited event-related personal data necessary for implementation of an event, such as ELA contact-person details, service requirements and relevant contractual references, through official communications. External contractors do not have direct, system-level or remote access to the Corporate Events Application. Information published on the ELA website, such as event title, dates, location and topics, does not contain personal data and therefore the general public should not be treated as a recipient of personal data for this processing.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.

Reference number	DPR-ELA-2025-0010
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2025-0012
Title of the processing activity	ELA Database of Innovative Digital Solutions
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, ICT and Digitalisation Support Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: digitalisation@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. • Insight Technology Solutions Belgium Inc., Romeinsesteenweg 468, 1853 Grimbergen, Belgium. • Avanade, Guildensporenpark 76, Block H, 9820 Merelbeke, Belgium.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns an integrated online platform supporting ELA's innovation, digitalisation, governance and outreach activities. It consists of three components: • Public Repository: publicly accessible papers and other contributions submitted through ELA's Call for Papers. • Digital Solutions Exchange: a restricted repository of innovative digital solutions and tools implemented by Member States, accessible to authorised Member State and European Commission users. • Back Office: a secure administrative environment used by authorised ELA staff and designated contractors for account management, submission workflows, platform administration and compliance checks.
Purpose of the processing	The platform supports the following purposes: • To foster mutual learning and exchange of information between Member States and other relevant stakeholders. • To promote innovative digital tools supporting labour mobility and social security coordination. • To facilitate access to knowledge, research and examples of digital solutions relevant to ELA's mandate. • To support innovation and digital transformation of public services for citizens and companies. • To manage submissions, user access and follow-up communication with contributors.
Legal basis for the processing	The Privacy Statement identifies the following legal grounds: • Article 5(1)(a) of Regulation (EU) 2018/1725 – performance of a task carried out in the public interest or exercise of official authority. • Article 5(1)(d) of Regulation (EU) 2018/1725 – consent. • Regulation (EU) 2019/1149, particularly Article 2 and recital 25, supporting information exchange and use of innovative digital tools. Application of the grounds varies by component: public-interest processing applies to ELA's operation of the platform and restricted internal processing, while voluntary disclosure/publication or sharing of certain contributor data relies on the data subject's choice/consent.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns the following categories of data subjects, depending on the platform component: • ELA staff of the Governance and Outreach Sector authorised to manage the platform.

Reference number	DPR-ELA-2025-0012
	• National Liaison Officers (NLOs). • External contributors/authors submitting papers to the Public Repository. • Co-authors and affiliated researchers. • Institutional contact persons from academia, industry or other organisations. • Representatives of national authorities of EU Member States using the Digital Solutions Exchange. • Representatives of the European Commission. • ELA contractors operating within the Back Office environment.
Data categories	The processing involves the following categories of personal data, depending on the relevant component: • Identification and contact data: first name, surname, country and e-mail address. • Professional data: institution name, department and professional role. • Submission/contribution data: papers, presentations, supporting documents, use cases and other submitted materials insofar as they contain identifiable information. • User registration/access data: information necessary for access to the restricted Digital Solutions Exchange; EU Login data are governed separately under DPR-ELA-2023-0014. • Workflow and administrative data: submitter/presenter information and role in submission and review workflows. • Contact information for follow-up: name and e-mail address of submitters stored so ELA may request clarification or, where applicable, facilitate contact with authorised stakeholders.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	The same maximum retention period applies across the three platform components: • Public Repository data: maximum 5 years from the date the paper or use case is uploaded. • Digital Solutions Exchange data and related metadata: maximum 5 years from upload. • Back Office administrative records and system logs: maximum 5 years from upload. At the end of the applicable period, data are securely deleted or anonymised, unless continued retention is required by legal or regulatory obligations.
Categories of recipients	Personal data may be accessed or disclosed to the following categories of recipients depending on the platform component and assigned role: • Authorised ELA Governance and Outreach Sector staff, for operational management, review workflows and compliance activities, on a need-to-know basis. • National Liaison Officers (NLOs), for cooperation and information exchange within ELA's mandate. • Representatives of national authorities of EU Member States, in relation to the Digital Solutions Exchange and authorised information exchange. • Authorised European Commission staff, DG EMPL – EESSI team, with access to the Public Repository and Digital Solutions Exchange for oversight, coordination and policy-related activities. • Designated contractors, within the restricted Back Office and solely through ELA-controlled environments, where required for platform administration/support. • General public – Public Repository only: published papers/use cases and associated contributor identification, such as name and organisation, are publicly accessible.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.

Reference number	DPR-ELA-2025-0012
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is au-then-ticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

2026

Reference number	DPR-ELA-2026-0001
Title of the processing activity	ELA research activities related to analysis and risk assessment strategic projects
Controller organisational entity	European Labour Authority, Operations Department, Enforcement and Analysis Unit, Analysis and Risk Assessment Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: analysis@ela.europa.eu
Name and contact details of processor(s)	Research activities may involve the following external processors: • VERIAN GROUP BELGIUM SA (former Kantar Belgium SA), Avenue des Arts, 1000 Brussels, Belgium. • PPMI Group UAB, Gedimino PR. 50, LT-01110 Vilnius, Lithuania. • Cambridge Econometrics (Belgium), Prins Boudewijnlaan 78/202, 2550 Kontich, Belgium. • Spark Legal and Policy Consulting BV, Rue des Comédiens 22, 1000 Brussels, Belgium. • Ecorys Europe EEIG – GEIE, Avenue des Arts 46, 1000 Brussels, Belgium. • Katholieke Universiteit Leuven, Oude Markt 13, 3000 Leuven, Belgium. • European Centre – Europäisches Zentrum für Wohlfahrtspolitik und Sozialforschung, Berggasse 17, 1090 Vienna, Austria. • Milieu Consulting, Chaussée de Charleroi 112, 1060 Brussels, Belgium. The first four entities form the Kantar Public Consortium and the following organisations form the Ecorys Consortium, as identified in the Record.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing covers research and consultative activities carried out within ELA's strategic analysis and risk-assessment projects concerning labour mobility and social security coordination. Activities may include interviews, surveys, focus groups, meetings, workshops, conferences, written contributions and e-mail exchanges with selected stakeholders. In most cases, ELA is not interested in respondents' identities and analyses contributions in aggregated or anonymised form. Personal data are collected only where necessary for the specific research activity, with the details set out in a dedicated Privacy Statement.
Purpose of the processing	The research activities support the following purposes: • To conduct strategic analysis of sector-specific challenges and recurring problems relating to labour mobility and social security coordination. • To carry out focused studies and in-depth analyses of specific issues. • To collect and analyse statistical information provided by Member States. • To provide analytical support to concerted and joint inspections and to cases submitted by social-partner organisations. • To organise outreach activities and technical workshops supporting Member States' analytical and risk-assessment capacities. • More broadly, to support ELA's objective of ensuring fair labour mobility and effective enforcement of Union labour-mobility rules.
Legal basis for the processing	We process your personal data, because, according to Article 5(1) of Regulation (EU) 2018/1725: (d) you have given consent to the processing of your personal data for one or more specific purposes.

Reference number	DPR-ELA-2026-0001
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	Depending on the individual research project, the processing may concern the following categories of data subjects: • Research participants. • Representatives or experts from national institutions and competent authorities. • Employers and industry representatives. • Social partner organisations at EU or national level. • Cross-border workers, or organisations representing them. • Staff or representatives of EU institutions and bodies. • National labour inspectorates, social security institutions and public employment services. • HR consultants and advisers. • Academic researchers and other relevant stakeholders participating in interviews, surveys or focus groups.
Data categories	Only personal data necessary for participation in the relevant research activity are processed. Depending on the project, these may include: • Identification and contact data: name, surname, competent authority or organisation, profession/job title, country, telephone number and e-mail address. • Other stakeholder contact data: identification and contact details of other persons relevant to or suggested for the research. • Interview data: experiences, best practices, opinions, interview purpose/context/date and relevant professional, economic, cultural or social information that does not constitute special-category data. • Survey data: experiences, best practices and opinions provided through questionnaires. • Audio/video data: recordings of interviews where applicable and necessary to obtain an accurate/verbatim record. • Consent documentation: consent or authorisation forms, where applicable. • Spontaneously provided data: other non-requested personal data voluntarily included by respondents. • Incidentally received data: personal information accidentally included in extracts received from other EU institutions or bodies, used only for verification and anonymisation before further use.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	Retention varies according to the collection method and the source of the data: • Interview data: 2 years from completion of the data-collection activities for the research. • Survey data: 2 years from completion of the data-collection activities. • Focus-group data: 2 years from completion of the data-collection activities. • External processors: must delete all personal data relating to the specific research project no later than 1 month after publication of the final report. • Personal data incidentally received from other EU institutions or bodies: retained only for the time strictly necessary to verify and anonymise them, then deleted or irreversibly anonymised without undue delay.
Categories of recipients	Personal data may be accessed by the following categories of recipients depending on the individual research activity and on a need-to-know basis: • Authorised ELA Enforcement and Analysis Unit staff, where access to personal data is necessary for the research activity.

Reference number	DPR-ELA-2026-0001
	• External service providers/processors and applicable subcontractors, where they collect or otherwise process personal data on behalf of ELA for the specific research project. • ELA staff performing verification, who may exceptionally receive anonymised interview transcripts to verify that contracted interviews were carried out; such transcripts are deleted immediately after verification and no later than one month afterwards. • General public, only where specific personal data are intentionally published on the ELA website and explicit consent has been obtained from the person concerned. Personal data incidentally received from other EU institutions or bodies are processed only by authorised ELA staff and are not disclosed to external contractors; only anonymised data may be shared externally.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is au-then-ticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy statement - new forms of work / Privacy statement - manufacturing

Reference number	DPR-ELA-2026-0002
Title of the processing activity	ELA ESSbot (AI-powered chatbot on SSC) testing phase
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: cooperation-support@ela.europa.eu
Name and contact details of processor(s)	The processing involves the following external processors: • Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, D18 P521, Ireland. • Accenture, Gustav Mahlerplein 90, 1082 MA Amsterdam, The Netherlands.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	ESSbot is an AI-powered chatbot for social security coordination (SSC) developed and tested using Generative AI and Retrieval-Augmented Generation (RAG). It answers testers' questions on the general interpretation and application of EU social-security coordination rules using an official-document knowledge base that is not intended to contain personal data. ESSbot is specifically designed for general, anonymised queries and not for handling individual cases or personal claims. The pilot includes an administrative console, SharePoint-based knowledge management, tester feedback functionality, access controls and audit logging.
Purpose of the processing	Personal data are processed during the testing phase for the following purposes: • To test, evaluate and improve ESSbot's performance. • To refine the RAG framework, retrieval configuration and LLM-generated responses. • To collect expert feedback through comments and like/dislike assessments. • To manage tester accounts, roles and permissions. • To ensure traceability, accountability and system security through logging and monitoring. • To support iterative improvements so that ESSbot retrieves relevant legal sources and provides more accurate responses on social security coordination.
Legal basis for the processing	The processing relies on the following legal grounds under Regulation (EU) 2018/1725: • Article 5(1)(a) – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in ELA. • Article 5(1)(d) – consent of the data subject for one or more specific purposes. All testers, whether internal or external, are required to provide consent before being granted access to ESSbot and its functionalities.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns the following categories of data subjects: • Internal testers, including authorised ELA staff involved in the testing and administration of ESSbot. • External testers/stakeholders, including experts participating in testing and providing feedback.

Reference number	DPR-ELA-2026-0002
	Both internal and external testers are required to provide consent before access is granted.
Data categories	The processing involves the following categories of personal data: • Identification data: first name and surname of testers/stakeholders. • Contact and access information: e-mail address and application-level user identification information. • Expertise information: tester's expertise linked to an EU Member State. • Access and permissions data: roles and permissions in the admin console, SharePoint and relevant databases. • Interaction logs: actions concerning the addition or deletion of knowledge sources. • Consent records: documentation of consent to personal-data processing and communication preferences. • Feedback data: comments on ESSbot responses, like/dislike information and relevant conversation context. • Audit and security data: user identifiers, e-mail addresses, IP addresses, timestamps, access events, administrative actions, firewall logs and security-system events.
Special data categories / criminal-offence data	Special-category and criminal-offence data are not required for the testing phase and testers should not submit such data unless expressly requested and lawfully covered.
Retention period	The following retention limit applies to the principal personal-data categories: • Identification data: until the end of the pilot phase, and not beyond 28 February 2027. • Contact information: until the end of the pilot phase, and not beyond 28 February 2027. • Expertise information: same period. • Access and permissions data: same period. • System logs and metadata: same period. • Feedback interactions: same period. By the end of the pilot phase, all remaining personal data must be deleted or anonymised.
Categories of recipients	Personal data may be accessed by the following categories of recipients according to their responsibilities and on a need-to-know basis: • ELA Cooperation Support Unit staff, involved in the operation, testing and evaluation of ESSbot. • ELA Resources Unit – ICT Sector, particularly ICT administrators responsible for system/Azure resources, access control, consent records and audit/security logs. • Authorised external contractor staff, in particular Accenture, for the processing activities assigned under the relevant contract and subject to restricted access. • Microsoft, as cloud service provider supporting the technical environment. Access credentials, audit logs and consent records remain exclusively under the control of ELA's internal ICT administrators.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is au-then-ticated and limited according to assigned roles and permissions.

Reference number	DPR-ELA-2026-0002
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2026-0003
Title of the processing activity	Budgetary Commitment Management App (ComELA)
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, Finance, Budget and Procurement Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: ela-finance@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. • Insight Technology Solutions Belgium Inc., Romeinsesteenweg 468, 1853 Grimbergen, Belgium. • Avanade, Guildensporenpark 76, Block H, 9820 Merelbeke, Belgium.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	ComELA is an internal Microsoft Dynamics-based business application supporting the electronic handling of budgetary commitment requests originating from ELA units. Authorised staff can submit, register, verify, approve and monitor requests throughout their lifecycle. Requests follow predefined workflow steps, while the system records status changes and maintains an audit trail to ensure traceability and accountability. Access is controlled through role-based permissions.
Purpose of the processing	To ensure the effective, lawful and transparent internal management and control of ELA budgetary commitment requests, including their submission, registration, verification, approval, monitoring and associated internal financial-control activities, in accordance with Article 47 of the ELA Financial Rules.
Legal basis for the processing	The processing relies on the following legal grounds: • Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority. • Article 5(1)(b) of Regulation (EU) 2018/1725 – processing necessary for compliance with a legal obligation to which ELA is subject. • Article 47 of the ELA Financial Rules, governing budgetary commitment management and related retention requirements.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns the following category of data subjects: • Authorised ELA staff members, including end-users and application administrators acting as requestors, verifiers, approvers or system managers.
Data categories	The processing involves the following categories of personal data: • Identification data: first name and surname. • Professional contact data: business telephone number. • Professional/functional data: professional role and role in the budgetary workflow. • User and access data: user identification and assigned access rights. • Audit and traceability metadata: user identifiers, timestamps, status changes and records of actions performed within the application. • Technical/system log data: system-generated logs necessary for security, traceability and operation of ComELA.

Reference number	DPR-ELA-2026-0003
	Documents stored in ARES are accessed only via hyperlinks; personal data contained in those documents are not copied into, stored in or otherwise processed by ComELA.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	• The relevant documents are kept for 5 years from the date on which the European Parliament grants discharge for the financial year concerned. Since discharge generally takes place approximately 2 years after the financial year, the Record notes that personal data are therefore retained as a rule for approximately 7 years in total. • The files relating to budgetary commitments and associated financial-management procedures are retained for a maximum period of 5 years.
Categories of recipients	Personal data may be accessed by the following persons according to their role and on a need-to-know basis: • Authorised staff of the Finance, Budget & Procurement Sector, with the permissions necessary to manage, verify and monitor budgetary commitments. • Other authorised ELA staff members, according to their assigned role and access rights within ComELA. • Court of Auditors delegates, where access to the financial file is required for financial-control purposes.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is au-then-ticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2026-0004
Title of the processing activity	Registration on the Swapcard app for event access and community participation
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit, Capacity Building Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: capacity@ela.europa.eu
Name and contact details of processor(s)	Swapcard: Chez Spaces Bonne Nouvelle, 17 - 21 Rue Saint Fiacre, 75002 Paris, France
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the use of the Swapcard platform to support access to ELA events and Communities of Practice. Following registration, participants receive an invitation link and authenticate using their e-mail address together with a personal password or one-time access code. The platform supports registration, event access, provision of event-related information and tools, communication, interaction, collaboration and professional networking before, during and after events. Participants may also communicate through private messaging and community discussions.
Purpose of the processing	The processing supports the following purposes: • To organise and manage online, in-person and hybrid events, meetings and community-related activities. • To manage participant registration and access to events and Communities of Practice. • To provide participants with event-related information, tools and functionalities. • To facilitate communication, interaction, collaboration and professional networking among participants before, during and after events. • To process practical information necessary for the organisation of events.
Legal basis for the processing	The Privacy Statement identifies the following legal grounds under Regulation (EU) 2018/1725: • Article 5(1)(a) – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority. • Article 5(1)(c) – processing necessary for the performance of a contract or to take pre-contractual steps at the data subject's request. • Article 5(1)(d) – consent of the data subject for one or more specific purposes. • Article 10(2)(a) – explicit consent, where special categories of personal data are processed. • Regulation (EU) 2019/1149, in particular Articles 18(1)(g) and 36(3). • ELA Management Board Decision 23/2023 – Communication Strategy 2023–2026.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing principally concerns: • Participants/users registered for ELA events, meetings and community-related activities through Swapcard. • Participants in Communities of Practice using the platform for interaction, collaboration and networking.
Data categories	The processing involves the following categories of personal data: • Identification data: first name and last name. • Contact data: e-mail address and optional telephone number.

Reference number	DPR-ELA-2026-0004
	• Professional/organisational information: organisation or institution. • Country information. • Event-organisation data: travel information, dietary requirements and accessibility needs. • Account and platform data, where processed by the platform provider. • Profile, interaction, communication and technical usage data, where further processed by the platform provider. • Private-message and community-discussion content, where voluntarily exchanged by participants through Swapcard; ELA does not actively monitor such communications and does not have access to private messages. Also certain event-related categories—such as accommodation/reimbursement information, photographs and audiovisual material, attendance lists, presentation/document data, future contact lists and badge/access data—may be processed (please see: DPR-ELA-2022-0023).
Special data categories / criminal-offence data	Special categories of personal data: may be processed where event information such as dietary requirements or accessibility needs reveals Article 10 data. Such processing relies on explicit consent under Article 10(2)(a) of Regulation (EU) 2018/1725. For sensitive event-related categories please see DPR-ELA-2022-0023.
Retention period	Different retention periods apply depending on the type of data: • ELA event-registration data: retained for 6 months after the last action related to the event. • Swapcard user-account and interaction data: retained for 3 years after the user's last activity. • Participant accounts and associated data, including account information and private messages, may remain in Swapcard until the participant requests deletion or deletes them manually. • If an account remains inactive for 3 years, Swapcard deletes the account and associated data.
Categories of recipients	Personal data may be accessed by the following categories according to their role and on a need-to-know basis: • Authorised ELA staff acting as event organisers or administrators, with access to registration and practical event-management data including name, e-mail address, organisation/institution, country, optional telephone number and relevant practical information. • External event contractors, where necessary for organising an event or providing a specific service. They may receive limited identification/contact data and relevant information such as dietary or travel requirements, depending on the service provided, and act as processors on behalf of ELA. • The Swapcard platform provider, which processes personal data through the platform infrastructure in its role as processor. ELA does not have access to personal data exchanged in private messages between participants within Communities of Practice or other private spaces of the application.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is au-then-ticated and limited according to assigned roles and permissions.
For more information, including how to exercise	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2026-0004
data-subject rights, see the privacy statement	

Reference number	DPR-ELA-2026-0005
Title of the processing activity	Call for Expression of Interest - Establishment of a pool of higher education institutions for the co-development and delivery of an Advanced Certified Diploma Course in EU Labour Mobility
Controller organisational entity	European Labour Authority, Operations Department, Cooperation Support Unit, Capacity Building Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: capacity@ela.europa.eu
Name and contact details of processor(s)	• Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. • External contractors for events, logistics and accommodation, where such services are organised by an external company. The specific contractor is not named in the Record; further details are to be provided in the relevant specific Privacy Statement.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The processing concerns the management and evaluation of a Call for Expressions of Interest addressed to higher education institutions (HEIs) in the EU/EEA, with the aim of establishing a pool of institutions that may cooperate with ELA in designing and delivering an Advanced Certified Diploma Course in EU Labour Mobility. Applications are submitted through EUSurvey and may include CVs of proposed course coordinators and experts. ELA evaluates institutional eligibility and the professional qualifications of proposed experts, manages related communication and, where applicable, processes information necessary for the reimbursement of student-participants' registration fees.
Purpose of the processing	The processing serves the following purposes: • To manage the submission and evaluation of applications from HEIs. • To assess the eligibility and organisational capacity of applicant institutions. • To assess the professional qualifications and expertise of proposed course coordinators and experts. • To manage communication and administrative follow-up with applicant HEIs, coordinators and experts. • To establish a pool of HEIs capable of supporting the co-development and delivery of specialised training on EU labour mobility. • Where applicable, to manage the reimbursement of administrative registration fees paid by student-participants.
Legal basis for the processing	The Privacy Statement identifies the following substantive grounds under Article 5(1) of Regulation (EU) 2018/1725: • Article 5(1)(a) – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority. • Article 5(1)(b) – processing necessary for compliance with a legal obligation to which ELA is subject. • Article 5(1)(c) – processing necessary for the performance of a contract or for taking pre-contractual steps at the data subject's request. • Regulation (EU) 2019/1149, particularly ELA's capacity-building mandate under Articles 4(e) and 11.
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns the following categories of data subjects:

Reference number	DPR-ELA-2026-0005
	• Contact persons/representatives of applicant higher education institutions submitting the application. • Proposed course coordinators. • Proposed experts. • Student-participants in the certified course, where their personal data are required for reimbursement purposes.
Data categories	The processing involves the following categories of personal data: • HEI representatives/contact persons: institution, institutional e-mail address, telephone and mobile number. • Proposed course coordinators and experts – identification/contact data: first name, surname, title, nationality, full postal address, e-mail address and telephone/mobile number. • Education and qualifications. • Professional expertise. • Employment history/work experience. • Publication record. • Motivation information. • Language skills. • Student-participants – reimbursement data: additional identification data and, where necessary, financial information such as IBAN, BIC/SWIFT, proof of payment, administrative forms and supporting documentation. Authentication data processed through EU Login are handled by the European Commission under its own processing operations and are not treated by the Record as data processed by ELA under this activity.
Special data categories / criminal-offence data	No special categories or criminal-offence data are intended to be processed.
Retention period	Retention differs according to the purpose of the processing: • Application data, including personal data contained in HEI applications and CVs: 5 years after completion of the screening and evaluation procedure. • Reimbursement-related data: 7 years from the date of payment, in accordance with the applicable financial rules. • At the end of the applicable retention period, data are securely deleted or anonymised.
Categories of recipients	Personal data may be accessed by the following categories of recipients, according to their specific responsibilities and strictly on a need-to-know basis: • Authorised ELA Capacity Building Sector staff involved in managing and evaluating the Call for Expressions of Interest. They may access application forms and supporting documentation, including CVs of proposed course coordinators and experts. • Authorised ELA Finance, Budget and Procurement Sector / Finance Team staff, but only where necessary for reimbursement. Their access is limited to relevant identification and financial data, such as name, bank-account details, proof of payment and related supporting documents.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.

Reference number	DPR-ELA-2026-0005
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement

Reference number	DPR-ELA-2026-0006
Title of the processing activity	Staff Claims App
Controller organisational entity	European Labour Authority, CTO – Corporate Services Unit, Finance, Budget and Procurement Sector
Controller contact details	European Labour Authority, Landererova 12, 811 09 Bratislava, Slovakia. Functional mailbox: Ela-finance@ela.europa.eu
Name and contact details of processor(s)	The processing involves the following external processors: • Microsoft Ireland, South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland. • Insight Technology Solutions Belgium Inc., Romeinsesteenweg 468, 1853 Grimbergen, Belgium. • Avanade, Guildensporenpark 76, Block H, 9820 Merelbeke, Belgium.
Name and contact details of DPO	ELA Data Protection Officer, Landererova 12, 811 09 Bratislava, Slovakia; data-protection@ela.europa.eu
Description	The Staff Claims App is an internal Microsoft Dynamics-based application used to administer ELA staff claims. Staff can update relevant personal/employment information, submit claims and supporting documents, and complete required declarations. Claims are processed through a structured workflow in which HR performs defined administrative functions, while the Finance Sector verifies eligibility and costs, reviews supporting documents, applies applicable ceilings/pro-rata rules, and approves or rejects claims. The system records status changes and user actions for traceability and accountability.
Purpose of the processing	The processing supports the following purposes: • To manage staff claims under applicable ELA decisions. • To enable staff to submit and track claims. • To verify claims and supporting documentation and assess eligibility of costs. • To apply financial ceilings, pro-rata rules and administrative checks. • To process reimbursement-related workflows. • To manage mandatory declarations and support administrative healthcare enrolment in coordination with HR. • To ensure auditability, traceability and internal control.
Legal basis for the processing	The processing is based on the following legal framework: • Article 5(1)(a) of Regulation (EU) 2018/1725 – processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority. • Article 5(1)(b) of Regulation (EU) 2018/1725 – processing necessary for compliance with a legal obligation to which ELA is subject. • Regulation (EU) 2019/1149, in particular Articles 22(1) and 22(4)(a), (j) and (k), concerning ELA's internal organisation, staff-related matters and administrative processes. • Management Board Decision No 21/2020 on ELA's Financial Rules, particularly Article 73. • Where applicable, specific Executive Director decisions establishing staff-related measures or schemes, including Decision No 32/2025 of 22 December 2025 for the 2026 attractiveness measures.

Reference number	DPR-ELA-2026-0006
Does this processing activity involve automated decision-making, including profiling?	No. This processing activity does not involve automated decision-making, including profiling.
Data subjects' categories	The processing concerns the following categories of data subjects: • Temporary Agents (TAs). • Contract Agents (CAs). • Trainees. • Seconded National Experts (SNEs). • Authorised ELA staff administering the application, in particular staff of the Finance, Budget & Procurement Sector and HR Sector. No external data-subject category is identified.
Data categories	The processing involves the following categories of personal data: • Identification and contact data: full name, ELA e-mail address and staff category (TA/CA/Trainee/SNE). • Employment-related data: contract start/end dates, place of employment and place of residence where relevant for eligibility. • Household/family data: whether the staff member has a spouse/registered partner, number of dependent children and residence status of spouse/partner. • Claim-related data: claim subject, expense date, claimed amount, pro-rata ceiling, eligible amount, workflow status, HR confirmation and Finance notes/comments where applicable. • Financial supporting documents: invoices, tickets, receipts, bank statements provided as proof of payment and declarations on honour. • Financial reference identifiers: e.g. LEF and BAF codes, displayed for reference purposes only and not used by the App to create, modify or execute payments. • Administrative healthcare-enrolment data: enrolment status and enrolment/unenrolment dates. • Access and activity data: Entra ID Security Group membership, login timestamps, user-action logs and role assignments. • Authorised-user data: name, professional e-mail, user identifier, role/access information and system-generated logs used for security, audit and accountability.
Special data categories / criminal-offence data	Health-related data may be processed where strictly necessary for a specific staff/social claim, under Article 10(2)(b) of Regulation (EU) 2018/1725. Criminal-offence data are not intended to be processed.
Retention period	Different retention rules apply depending on the data category: • Files relating to financial transactions: retained for 5 years following discharge of the financial exercise. Since discharge generally takes place around 2 years after the relevant financial year, personal data are therefore retained as a rule for approximately 7 years in total. • Where an audit starts before expiry of that period, the data may be retained until the audit is completed. • IT system and user-access data: 1 year from the last recorded user activity, unless longer retention is required for a security investigation or audit.
Categories of recipients	Personal data may be accessed by the following categories of recipients according to their specific role and strictly on a need-to-know basis:

Reference number	DPR-ELA-2026-0006
	• Authorised HR Sector staff, but only for verification and updating of staff-related administrative data such as contract details, family-status information, dependent children and administrative healthcare enrolment. HR does not assess costs, approve/reject claims or authorise payments. • Authorised Finance, Budget & Procurement Sector staff, responsible for verification, assessment and approval of claims. • Authorised ICT staff, where access is strictly necessary for technical or administrative support of the application. • EU oversight bodies, where access is requested within their legal mandate, including IDOC, IAS, the Court of Auditors and OLAF. Access within the application is managed through ELA Entra ID security groups and RBAC.
Are there any transfers of personal data to third countries or international organisations?	No personal data are transferred to third countries or international organisations in the context of this processing activity.
General description of technical and organisational measures	Electronic personal data are stored on ELA systems or on systems operated by authorised processors. Access is restricted to authorised persons on a need-to-know basis. Contractual confidentiality and data-protection obligations apply to processors. Technical and organisational measures address unauthorised access, alteration, loss, disclosure and other information-security risks. Access to the application is authenticated and limited according to assigned roles and permissions.
For more information, including how to exercise data-subject rights, see the privacy statement	For further information and for instructions on exercising data-subject rights, consult the relevant privacy statement published in ELA's public register: Privacy Statement