DATA PROTECTION STATEMENT

EU-OSHA REGISTRY - CUSTODY OF THE DOCUMENT MANAGEMENT SYSTEM

Organisational part of the Agency entrusted with the processing of personal data
Head of RSC (information(at)osha.europa.eu)

Purpose
To register and handle incoming and outgoing mail and to file correspondence in line with EU-OSHA’s document management policy.

Legal basis
- Regulation (EC) No 1049/2001 regarding public access to documents
- EU-OSHA Internal Control Policy, principle No 11.
- EU-OSHA Financial Regulation, Art 44.5
- European Code of Good Administrative Behaviour
- Historical Archives Regulation: Regulation (EU) 2015/496
- Standards for records management recommended by the European Commission (e-domec)

Type of data processed
- Personal data such as names and contact details of private people and companies.
- Personal Data contained in and/or attached to the correspondence which varies according to the nature of the message (financial details, personal comments, etc).

Lawfulness of processing
The processing is based on Article 5.1 (a),(d) 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 (hereinafter the Regulation).
Data recipients

- Duly appointed staff at the Documentation section.
- Other staff members to whom the correspondence was assigned according to the access granted in line with the classification of the document.

The data subject’s rights

Data subjects have the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or, where applicable, the right to object to processing or the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal (Articles 17, 18, 19, 20, 22, 23 and 24 of the Regulation).

Any requests to exercise one of those rights should be directed per email to information(at)osha.europa.eu, mentioning the organisational part of the Agency entrusted with the processing operation as indicated in this privacy statement and the name of the processing operation, including in the subject the words “data protection”.

Data subjects’ rights can be restricted only in the cases foreseen in Art 25 of the Regulation.

Information on the conservation period of data

The conservation period is established according to the document type specified in EU-OSHA’s retention list.

Security measures

EU-OSHA takes appropriate security measures to protect against unauthorised access to or unauthorised alteration, disclosure or destruction of data. These include storage and processing practices and physical security measures to guard against unauthorised access to systems or places where we store personal data.

Request for information

For any further information regarding the handling of their personal data, data subjects can address their request to EU-OSHA Data Protection Officer at: dpo(at)osha.europa.eu.

Recourse to the EDPS

Data subjects are entitled to make recourse to the European Data Protection Supervisor: http://www.edps.europa.eu, should they consider that the processing operations do not comply with the Regulation.

Date when processing starts

When the correspondence is received.
