DATA PROTECTION STATEMENT

MISSIONS REIMBURSEMENTS

Organisational part of the Agency entrusted with the processing of personal data

Head of RSC (information(at)osha.europa.eu)

Purpose

Personal data of staff are collected and further processed for the purpose of the reimbursement of mission expenses.

Legal basis

- Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community.

Type of data processed

- Personal data allowing the staff to be reimbursed, i.e. surname, first name, personnel number and bank account.
- For the bank payment, information from Financial identification form stored in ABAC is used: last name, first name, address, telephone, e-mail of the concerned account holder, as well as bank’s name, address, account and IBAN number (refer to Privacy Statement for Legal Entity and Bank Account Validation).

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

Agency' staff involved in the financial workflow for payments.

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

Files relating to missions reimbursement, including personal data, are to be retained by the service in charge of the procedure until the finalization of the audit of the financial year, and in the archives for a period of 7 years following the end of the financial year.

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 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 staff applies for a mission.

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