

## DATA PROTECTION STATEMENT

### EMAIL SYSTEM

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

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

#### Purpose

To provide Agency's staff members with the necessary office facilities, including the use of emails in MS Outlook via servers operated by Microsoft (M365).

#### Legal basis

- Regulation (EU) 2019/126 of the European Parliament and of the Council of 16 January 2019 establishing the European Agency for Safety and Health at Work (EU-OSHA).
- Commission Decision No 46/2017 of 10 January 2017 concerning the security of communication and information systems in the EU.

#### Type of data processed

The following data is collected:

- username
- email address
- access and authorization related data
- content of emails.

#### Lawfulness of processing

The processing is based on Article 5.1 (a) 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

ICT Administrators can access the email accounts management information only for the purpose of ICT system administration.

Emails can only be accessed in line with the 'EU-OSHA E-mail accounts' activation and deactivation Policy'.

External provider Microsoft can only access data with EU-OSHA's consent with the aim to ensure proper functioning of the services in line with the service licence.

## 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](mailto: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

Data is kept for as long as needed for the purpose of the process.

## Security measures

Access to ICT management systems is limited to ICT administrators by means of a dedicated administrator user account. Access to email accounts is protected by each user's personal password.

All data is stored on servers located in the EU.

## 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](mailto: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 user starts working for EU-OSHA.

*Privacy statement last updated: 07/10/2022 1:48:52 PM*