DATA PROTECTION STATEMENT

PRESENCE MANAGEMENT

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

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

Purpose

The processing of personal data is necessary for the purpose of a sound and efficient handling of staff members’ rights and entitlements. EU-OSHA processes all relevant data using HR systems provided by the European Commission based on Service Level Agreements between EU-OSHA and the relevant Directorate of the European Commission.

Legal basis

- Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Communities and the administrative decisions related hereto.

Type of data processed

- Name, last name, personnel number, birthdate and address of the staff members.
- Administrative career, contracts and working conditions.
- Entitlements.
- Name, last name, birthdate of spouse and dependants (if applicable).
- Data related to absence and time management.

Lawfulness of processing

The processing is based on Article 5.1 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

Access to the personal data is granted to staff of EU-OSHA and of the Commission responsible for carrying out this processing operation and to authorised persons according to the “need to know” principle. Recipients of the data are: - Human Resources staff responsible for administrating the HR systems provided by the European Commission, - Heads of Unit and their delegates, - IT professionals in EU-OSHA and Commission services (DIGIT, HR, and PMO) - OLAF, European Court of Auditors (for limited data).

The data subject’s rights

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability. You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) and 5(1)(b) on grounds relating to your particular situation. You can exercise your rights by contacting the Data Controller (organisational part of the Agency entrusted with the processing of personal data), or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. The contact information of the Data Protection Officer and the European Data Protection Supervisor is given below.

Information on the conservation period of data

Data are stored in accordance to the EU-OSHA Document Management Policy and the related retention period list.
- Data related to the personnel profile (=personnel file): 10 years following the termination of employment or the last pension payment.
- Data related to annual leave and sick leave (incl. maternity): 4 years.
- Data related to, parental leave, family leave, leave on personal grounds: 8 years after the extinction of all rights.
- Data related to time management (flexitime): 1 calendar year.

Security measures

Throughout this procedure only authorised people are attributed access rights and only on a "need-to-know" basis.

All personal data in electronic format are stored on the servers of the European Commission. In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to
authorised persons with a legitimate need to know for the purposes of this processing operation. Procedure-related hard copy documents are kept in a secure environment, i.e., locked in cupboards/drawers.

**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](http://www.edps.europa.eu), should they consider that the processing operations do not comply with the Regulation.

**Date when processing starts**

Date of the launch of the application.

*Privacy statement last updated: 10/28/2022 3:07:50 PM*