

DATA PROTECTION STATEMENT

TELEWORKING

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 handling of staff members' teleworking requests, agreements, amendments and termination. 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

- Council 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), and repealing Council Regulation (EC) No 2062/94.
- Service Level Agreement between EU-OSHA and the Directorate General for Human Resources & Security of the European Commission (Ares(2017)5839776) dated 29 November 2017 and Appendix A 'Sysper and related Services'.
- EU-OSHA Decision of 30.08.2017 on implementation of telework in EU-OSHA.

Type of data processed

In order to manage teleworking agreements, HR and the line managers (i.e. Director/Head of Unit) may receive the following data of staff members (Temporary Agents, Contractual Agents and SNEs):

- First name, surname
- Personal number
- Working practice of staff member (full-time or part-time)
- Teleworking location
- Telephone number (e.g. office, home, mobile)
- Teleworking arrangements
- Reason for requests, amendments or termination.

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

- The forms for structural teleworking are stored in the data subjects' personal files for the entire duration of their career (10 years following the termination of employment or the last pension payment).
- The data on occasional teleworking is stored in Allegro as long as data is preserved in Allegro.
- In case of legal challenge, the above dates shall be extended until two years after completion of all relevant proceedings.

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](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

Date of submission of a request for teleworking.

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