

DATA PROTECTION STATEMENT

ARES

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

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

Purpose

EU-OSHA uses ARES as document management system. All documents at EU-OSHA are handled in line with the Document Management Policy (adopted in July 2021). ARES is operated by DG Digit and the services provided to EU-OSHA based on an agreement between EU-OSHA and DG Digit.

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).
- Service Level Agreement between DG DIGIT and EU-OSHA 034-00 dated December 2019, in particular Appendix A-4 thereof.

Type of data processed

The following types of personal data are processed in ARES:

- In the metadata of documents and files: name, surname, email addresses of staff members and third persons;
- Any type of personal data shared in the documents and files that are registered in ARES.

Certain files about matters related to staff member's family situation, religious affiliation, health, and salary may qualify as sensitive data. Files containing such data are marked as 'SENSITIVE' and special access restrictions apply so that only HR and the relevant staff member have access to the file.

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

Staff members of the Agency have access to ARES and can access any data that is contained in unrestricted files.

ARES foresees access restrictions depending on the categorization of documents and authorizations granted to staff. Authorizations are granted on a need-to-know basis. E.g., HR files containing personal data are marked as 'SENSITIVE' and can only be accessed by HR and the relevant staff member.

Documents can be shared with ARES users outside the Agency by assigning tasks to them or sending documents to them via ARES.

The IAS and ECA may be granted access to ARES and the personal data stored in ARES during audits carried out by them.

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

All documents in ARES are filed under the relevant categories of EU-OSHA's specific retention list. The data will be kept for the duration foreseen in EU-OSHA's specific retention list.

Security measures

DG DIGIT manages the system security and safety. Access to the Agency's registered documents and files (including personal data) is protected through login and access rights which may be limited in line with the 'need to know' principle. The usernames and passwords are managed by the Commission's common authentication service EU Login.

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

Whenever a document or a file is filed or saved in ARES.

Privacy statement last updated: 3/1/2023 3:42:59 PM