DATA PROTECTION STATEMENT

MANAGEMENT AND EXECUTIVE BOARDS

Organisational part of the Agency entrusted with the processing of personal data
Executive Director (information(at)osha.europa.eu)

Purpose

The processing of personal data is necessary for the purpose of managing the relations between EU-OSHA and its Management Board and Executive Board as foreseen in the Agency’s Founding Regulation and other relevant Agencies’ policies. This statement covers the data of members of the Management Board and the Executive Board as well as alternate members and observers.

Specifically, personal data are processed for the following purposes:

- Ensuring a smooth communication flow between the Management Board and EU-OSHA on issues that are relevant for the work of the Agency, including preparation of meetings, invitation to meetings, requests for feedback, provision of information and updates via, e.g., periodical newsletters, invitations to take part in written procedures, requests for participation in surveys etc.
- Supporting group discussions outside of official meetings at the initiative of Chairperson, Vice-Chairpersons and Coordinators.
- Processing reimbursement requests.
- Complying with transparency and accountability requirements which includes the publication of certain data on EU-OSHA’s website and in other documents of the Agency that are publicly available documents.

Legal basis


Type of data processed

Upon appointment as members, alternate members or observers to the Management Board, the following data are processed:

- Name and last name,
- Professional address,
- Telephone number, e-mail address and organisation,
- Declaration of interests and absence of conflicts of interests and short curriculum vitae/professional summary.

Other data processed include:
- Financial information for reimbursement purposes,
- Opinions/votes expressed in the implementation of their functions,
- Feedback provided via post-meeting surveys (in aggregated, anonymised form),
- Photographs, video streaming or short videos, which could be taken during an event,
- Records on meeting attendance and possible restrictions thereto as a result of the implementation of the Agency’s policy on prevention and management of conflict of interest.

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
All personal data provided to the Agency and processed via different processing operations: Agency’s staff in charge.

Name, surname, email address and organisation: Agency’s contractors only with prior authorization from the Agency and only for the purposes of the performance, management and follow-up of the contract (e.g., organisation of meetings, surveys etc).

Name, surname, organisation, group/category professional address, short curriculum vitae/professional summary, declaration of interests and absence of conflicts of interests, photographs, videos etc, opinions expressed and/or votes cast during formal meetings and recorded into official minutes: general public via Agency’s website and where applicable Consolidated Annual Activity Reports.

E-mail address: the Management Board mailing list may be shared with the Management Board to facilitate the communication within and across the groups amongst the Management Board members.

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 the Management Board Secretariat at:
managementboard(at)osha.europa.eu, mentioning the name of the processing operation, including in the subject the words “data protection”. Data subject's rights can be restricted only in the cases foreseen in Art 25 of the Regulation.

Information on the conservation period of data

The data provided by the data subjects upon taking office as members/alternate Members and observers of the Management Board are retained throughout the full duration of their mandate.

Some data are retained as long as administrative needs linked to the mandate and activities of the Agency so require and as specified in the relevant data protection statements attached to specific processing operations.

In particular, data such as name, last name, and stakeholders’ groups is retained in adopted Management Board minutes, Consolidated Annual Activity Reports etc.

Former Management Board members’ contact details continue to be available in EU-OSHA Contact database. Email addresses may be used for the purpose of disseminating newsletters and invitations to participate in surveys unless otherwise notified by the data subject concerned.

Security measures

EU-OSHA takes appropriate security measures to protect against unauthorised access to or unauthorised alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, including appropriate encryption of communication and physical security measures to guard against unauthorised access to systems where EU-OSHA stores 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

Notification to EU-OSHA by the relevant Appointing Authorities about data subjects’ appointment as members, alternate members or observers to the EUOSHA Management Board.

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