

PRIVACY STATEMENT / RECORD

ACTIVITY-BASED TIME REGISTRATION

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

Christa SEDLATSCHKEK (information(at)osha.europa.eu)

Purpose

The time registration policy aims to establish a tracking system on the actual use of human resources (ABC) vs. the plans (ABB) at the Agency. Knowing how much time is spent on different activities, projects and tasks is expected to provide a basis for better planning and management of staff resources.

Data are processed within the Agency's time registration tool, owned and managed by the Agency.

Legal basis

EU-OSHA's Financial Regulation transposing the provisions of the Framework Financial Regulation for the decentralised agencies (FFR), as adopted by Commission Delegated Regulation (EU) N° 1271/2013 of 30th September 2013.

Type of data processed

For trainees, interim staff and SNEs: name and last name, and role played within the operational structure of EU-OSHA; information on working time spent on the different tasks within the activities in the work programme.

Lawfulness of processing

The processing is based on Article 5.1 (a),(d) 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

The data related to the time registered at the level of the Agency's operational, horizontal and cross-cutting activities, both at the individual staff member and at the aggregate level, will be available to all Matrix users and therefore are accessible to all the Agency's staff.

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@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

Entries related to individual staff members will remain available in the time registration tool until 5 years after the finalisation of the relevant activity. For rolling activities, individual staff members' data shall be deleted after 10 years. At the aggregate level, time registered against an activity will remain available for statistical purposes both in the time registration tool and in reports open to public scrutiny (such as the consolidated annual activity report).

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 we store 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@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 entry into force of the policy.

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