

## PRIVACY STATEMENT / RECORD

### PRESENCE MANAGEMENT

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

Andrea BALDAN (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.

#### 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.
- 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 (a),(b),(c),(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

Access to the personal data is granted on the basis of the role and responsibilities of the subjects involved ("need to know" principle):

- Duly appointed Human Resources staff
- Heads of Unit and their delegates

For further information, refer to Director's Decision RSC 12(16) – EUHR Allegro N.2 on access rights, delegations and authorizations in EUHR ALLEGRO of 30 May 2012 and its Corrigenda.

## 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 organisational part of the Agency entrusted with the processing operation as indicated in this privacy statement, 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.

- Right of access:

Data subjects have access to their data in their workspace in Allegro.

- Right of rectification:

Identification data: staff can submit a request through the "Confidential Declaration" and ASK HR features available in the application, or by any other means provided by the HR section.

- Time management (flexitime):

Data subjects can rectify their flexitime information by amending their timesheet in their Allegro workspace until the 7th of the following month. After that, their request has to be submitted through ASK HR. They can request the cancellation of their requests for flexileave and introduce new ones through the "My absence" module available in the Allegro.

- Right of blocking:

Data subjects may request the blocking of their data by submitting a request to ASK HR. The HR section will take a snapshot photo of the data (three copies).

- Regarding the right of access:

Data subjects have access to their personal data through their Allegro profile.

- Regarding the right of rectification:

Data related to absences: staff can request the cancellation of their requests for absences and introduce new ones through the "My absence" module available in the application.

Data related to time management (flexitime): staff can exercise the right to rectify these data by amending their timesheet until the 7th of the following month. After that, their request has to be submitted through the ASK HR feature available in the application.

## 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.

Any possible security measure is taken to prevent any improper use of or unauthorized access to the

electronic file. Procedure-related documents are kept in a secure environment, on an encrypted data carrier, or 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 the launch of the application.

*Privacy statement last updated: 5/27/2019 1:44:15 PM*