

## PRIVACY STATEMENT / RECORD

### TELEWORKING

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

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#### Purpose

The processing of personal data is necessary for the purpose of handling of staff members' teleworking requests, agreements, amendments and termination.

#### Legal basis

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 (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

- Beside the HR and the relevant Line manager who can access all these data, the information on your actual teleworking will be disclosed in the Allegro's absence module.
- No personal data is transferred to other parties.

## 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 subject's rights can be restricted only in the cases foreseen in Art 25 of the Regulation.

In order to have access to personal data, their rectification, or deletion or to object, please contact: [presence\(at\)osha.europa.eu](mailto:presence(at)osha.europa.eu)

## 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.

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 submission of a request for teleworking.

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