

PRIVACY STATEMENT

on personal data protection within the framework of managing personal files

Personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Processing operations are under the responsibility of the Head of Human Resource Management group (HRM Group) acting as Data Controller, regarding the collection and processing of personal data.

1. Purpose(s) of the processing

Personal data about you is collected and further processed for the purpose of managing administrative aspects of your employment in compliance with the Staff Regulations and its implementing provisions.

2. Recipients of the data processed

For the purpose detailed above, access to your personal data is given to the following persons:

- the data subject (for consultation, modification and rectification)
- The Human Resources Management Group in the Administration services (for definition of entitlements and follow up of career development)
- A limited number of staff in the relevant European Commission services (PMO) managing the payment of related allowances have access to specific parts of your personal file relevant for the completion of their duties but no direct access to the entire file

Any recipient of the data shall be reminded of their obligation not to use the data received for other purposes than the one for which they were transmitted.

3. Personal data concerned

The personal data of any statutory staff member (including officials, temporary agents, contract agents) and seconded national expert.

4. Categories of data processed

Personal data collected and further processed is the one that you supplied when you were recruited or which you subsequently submitted: your name (title, first name, surname); gender; date and place of birth; your nationality and that of your spouse and children; your marital status; address; education and experience (diploma, language skills, certificates of previous employment); your employment contract and any amendments thereto.

The personal file also contains your applications for unpaid or parental leave, part-time work and your declarations of change of marital status and of address as well as

rights and entitlements (grading and seniority). Any letter or note that you or any external organisation sends us about you is kept together with our reply.

Information pertaining to your sick leave or, where appropriate, your inability to fulfil the duties of your post (this information does not include medical details) is also kept in your personal file.

Where appropriate, your personal file contains information relating to any litigation between you and the Agency (i.e. the exchange of correspondence and subsequent court rulings).

5. *Modalities for the processing operation*

Your personal file is held on paper. In addition, key information is stored electronically (excel files) to facilitate managing your career and for producing contracts and amendments (name, date of birth, address, grade, seniority, personal number).

The main processing is done manually and uses the paper version. Documents and data in relation with career development (e.g. probationary and appraisal reports) are processed manually and kept in an electronic version of the Career development cycle application.

New documents are added to the paper file as they become available to the HRM group. They may be established by the staff member, his/her hierarchy or emanate from an external source.

6. *Right of access and rectification*

To consult your file, please contact the mailbox personnel@eea.europa.eu.

Any request to have your data corrected, blocked or deleted should also be addressed to the controller, i.e. HRM group. In that case, please enclose supporting documentation.

7. *Legal basis*

The legal basis for the processing operations on your personal data is Article 26 of the Staff Regulations.

8. *Legality of processing*

The processing is necessary for the performance of a task carried out in the public interest by the Community institutions and bodies which includes the processing of personal data necessary for the management and functioning of those institutions and bodies (Article 5(a) of Regulation (EC) No 45/2001).

9. *Data retention*

Your personal data shall be kept until the expiry of your rights entailed by your employment and those of your beneficiaries and exhaustion of any possibility to appeal. Some documents may be removed from your personal file earlier, for instance extract of criminal record collected before appointment, or disciplinary decisions on the basis of Article 27 of Annex IX to the Staff Regulations.

10. Right to appeal

You are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if you consider that your rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of your personal data by the EEA.

You may also contact the EEA's Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: Data.ProtectionOfficer@eea.europa.eu.

11. Additional information

For further detailed information on the various procedures resulting in entries to the personal file (e.g. recruitment, appraisal, administrative inquiry and disciplinary procedure, processing of medical data, leave and absence, etc...) please consult the specific privacy statements available in the Register of processing operations on personal data which is publicly accessible on the EEA external website: <http://www.eea.europa.eu/about-us/documents/data-protection-inventory>.