

## PROTECTION OF YOUR PERSONAL DATA

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** ELA Loan management system for ICT equipment

**Data Controller:** European Labour Authority, Resources Unit, ICT and facilities (ICT Sector)

**Record reference:** DPR-ELA-2022-0018

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## **1. Introduction**

The European Labour Authority (hereafter 'ELA') is committed to protect your personal data and to respect your privacy. ELA collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation "DPR-ELA-2022-0018 ELA Loan management system for ICT equipment" undertaken by the European Labour Authority, Resources Unit, ICT and facilities (ELA ICT Sector) is presented below.

## **2. Why and how do we process your personal data?**

Purpose of the processing operation: The ELA ICT Sector collects and uses your personal information to establish a loan management system for IT equipment to all ELA staff in the interest of the service coordinated and managed by the ICT Sector in the Resources Unit of the Authority.

This loan management system aims to:

- support safe, efficient and effective working from home;
- improve day-to-day administration and;
- ensure business continuity in the Authority.

Therefore, ICT equipment such as laptops, screens and smart phones can be borrowed, for use at home, in the office, for meetings or on mission, upon request via FMB: [ithelpdesk@ela.europa.eu](mailto:ithelpdesk@ela.europa.eu).

Your personal data will not be used for an automated decision-making including profiling

## **3. On what legal ground(s) do we process your personal data**

We process your personal data, because, according to Article 5(1)(a) of Regulation (EU)2018/1725, the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.

Legal basis:

Processing is necessary for the management and functioning of the Authority, namely its ICT infrastructure, being therefore lawful under Article 5.1(a) and recital (22) of the EUDPR.

We do not process **special categories of personal data**, therefore Article 10 of the Regulation does not apply.

## **4. Which personal data do we collect and further process?**

In order to carry out this processing operation, the ELA ICT Sector collects the following categories of personal data:

Borrower's name (and Requestor's name if applicable), Contact details of the borrower (and the requestor if applicable), professional email address, telephone number, office address, Unit/team of the borrower and the requestor if applicable, Request ID, Type of Equipment (Laptop Serial No, Laptop Asset Tag No, Laptop Model, Laptop arrival condition concerns), hand signature, date the equipment was loaned/returned, Laptop acceptance form.

The provision of personal data is mandatory to meet a legal obligation: Regulation(EU)2018/1725. If you do not provide your personal data, we will not be able to fulfil our obligations.

#### **5. How long do we keep your personal data?**

The ELA ICT Sector only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 30 Days after the returned of the equipment. After this period, only aggregated data will be kept for statistics.

#### **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Labour Authority or of its contractors.

ELA's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of ELA, and by the confidentiality obligations deriving directly from the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#).)

In order to protect your personal data, ELA has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

#### **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to ELA staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

In particular, all ELA ICT Team have access to the basic information of a request from users of their DG: borrower's name, contact details, IT equipment allocated and the time frame of the loan.

The ELA Head of Resources Unit will have access to statistical data.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

#### **8. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller:

[ithelpdesk@ela.europa.eu](mailto:ithelpdesk@ela.europa.eu)

### **- The Data Protection Officer (DPO) of ELA**

You may contact the Data Protection Officer ([data-protection@ela.europa.eu](mailto:data-protection@ela.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

## **10. Where to find more detailed information?**

ELA Data Protection Officer (DPO) publishes the register of all processing operations on personal data by ELA, which have been documented and notified to him. You may access the register via the following link: <https://www.ela.europa.eu/en/privacy-policy>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-ELA-2022-0018 ELA Loan management system for ICT equipment.