

## PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** Social services for ELA staff & family members:

[Special identity cards/vehicle plates: registration of persons and vehicles](#)

**Data Controller:** European Labour Authority, Resources Unit

**Record reference:** DPR-ELA-2022-0007

### Table of Contents

1. Introduction
2. Why and how do we process your personal data?
3. On what legal ground(s) do we process your personal data?
4. Which personal data do we collect and further process?
5. How long do we keep your personal data?
6. How do we protect and safeguard your personal data?
7. Who has access to your personal data and to whom is it disclosed?
8. What are your rights and how can you exercise them?
9. Contact information
10. Where to find more detailed information?

## **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-2022-0007 Social services for ELA staff & family members*" undertaken by the European Labour Authority, Resources Unit is presented below.

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

Purpose of the processing operation: The ELA Resources Unit collects and uses your personal information to support you, as ELA staff, to fulfil your legal obligation following national legislation to register yourself and your family members after your arrival to Slovakia.

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) (b) of Regulation (EU)2018/1725, the processing is necessary for compliance with a legal obligation to which the controller/data subject is subject.

Legal basis:

- Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing a European Labour Authority.
- Note Verbale - Ares(2021)6120580 ELA - Note Verbale on Registration of ELA Staff by the Ministry of Foreign and European Affairs of the Slovak Republic.
- National legislation

We do not process **special categories of personal data**, therefore Article 10 of Regulation (EU)2018/1725 does not apply.

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

In order to carry out this processing operation ELA Resources Unit collects the following categories of personal data:

**ELA staff and family members:**

Name and Surname, date and place of birth, photograph, citizenship, civil status, type of contract (function, date of arrival in Slovakia and start and end of contract), job position, passport details (number, date of issues, expiry date, issuing authority), address of residence in the Slovak

Republic, address in the country of permanent residence, Children related information (name, date of birth), registration form dated and signed.  
Double-sided Copy of your ID or Passport.

ELA Staff shall apply for an ID within 7 days after their arrival.

*This process operation refers to personal data of minors.*

**Car registration:**

Vehicle owner's details (Name and Surname, personal number, date and place of birth, number of Special ID), Authority and street of the Authority, Vehicle details (type, category, brand, color, number of engine), address in Bratislava, mobile phone number, registration form dated and signed.

The support provided by the European Labour Authority is a voluntary process, we will help you to fulfil your obligations as resident in Slovakia.

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

ELA Resources Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely until you finish your contract with ELA.

Staff will need to return the special ID card at the end of their contract.

**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.

The information will be shared with authorised staff in the Ministry of Foreign and European Affairs of the Slovak Republic. Staff from the Resources Unit assisting in this process will need to have access to your data to clarify/support and verify all the documentation related to your request before it is sent to the relevant authorities. In addition, the Head of Resources Unit will confirm the process by signing the concerned Nota Verbale.

*Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The*

*processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.*

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 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:

In order to limited the exposure of the data, personal e-mails of the staff assigned to this task will be used. If you have general doubts about the process, please contact the FMB: [hr@ela.europa.eu](mailto:hr@ela.europa.eu) and they will inform you about the persons involved in this process.

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

You may contact the Data Protection Officer (DPO) 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-2022-0007 Social services for ELA staff & family members.