

## PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** Publication of meetings with interest representatives and other externals

**Data Controller:** European Labour Authority, Governance Unit (ELA Governance Unit)

**Record reference:** DPR-ELA-2023-0011

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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 "Publication of meetings with interest representatives and other externals" undertaken by the ELA Governance Unit is presented below.

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

Purpose of the processing operation: The ELA Governance Unit collects and uses your personal information to manage and make public information on meetings held by the Executive Director, Chair and Deputy Chair of the Management Board and Heads of Unit of the European Labour Authority.

The ELA Governance Unit processes personal data in order to fulfil its transparency obligations.

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) of Regulation (EU) 2018/1725:*

*(a) 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;*

*(b) processing is necessary for compliance with a legal obligation to which the controller is subject;*

And for the publication of your personal data:

*(d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;*

### Legal basis:

The ELA will rely in Article 5(1)(a) and (b) of Regulation (EU) 2018/1725, as those authorities pursue the general interest and contribute to the work of the Authority under the principle of sincere cooperation, therefore the collection is needed for the management of the Authority in accordance with the Decision No 03/2023 of 14 April 2023 of the Executive Director on the publication of information on meetings with interest representatives and other externals.

The ELA will rely in consent for the publication of the personal data concerned.

We do process **special categories of personal data**, Article 10 of the Regulation applies. In particular: trade union membership.

We process special categories of personal data indicated in Section 4, because:

(b) the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law insofar as it is authorised by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

(e) the processing relates to personal data which are manifestly made public by the data subject;

(f) the processing is necessary for the establishment, exercise or defence of legal claims or whenever the Court of Justice is acting in its judicial capacity;

(g) the processing is necessary for reasons of substantial public interest, on the basis of Union law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

(j) the processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes based on Union law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

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

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

The information to be made public shall consist of:

- a) the names of representatives of organisations and Agency's officials (other than the Executive Director) attending the meetings,
- b) date of the meeting,
- c) the location,
- d) the name of the organisation of the interest representative or any other organisation of an external party present at the meeting,
- e) the function of ELA's representative attending the meeting (e.g. Head of Unit Governance and Coordination),
- f) the subject of the meeting.

The names of the individuals (acting on behalf of organisations, self-employed individuals or externals) or the Agency's officials (other than the Executive Director) attending the meetings shall not be made public unless they have unambiguously and freely given their consent.

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

The ELA Governance Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for three years. After the end of this retention period, anonymised information might be digitally archived for permanent preservation, for historical purposes.

#### **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.

*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 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.

#### **For the publication of your personal data:**

You have consented to provide your personal data to the ELA Governance Unit for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

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:

[governance@ela.europa.eu](mailto:governance@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-2023-0011 Publication of meetings with interest representatives and other externals.