

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Management of missions and authorised travel, including the online tool MiPS (Missions Processing System)

Data Controller: European Labour Authority, Resources Unit (ELA Resources Unit)

Record reference: DPR-ELA-2022-0016

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 "*Management of missions and authorised travel, including the online tool MiPS (Missions Processing System)*" undertaken by the European Labour Authority, Resources Unit (ELA Resources Unit) is presented below.

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

Purpose of the processing operation: ELA Resources Unit collects and uses your personal information to collect and use personal information to enable travel arrangements and the payment and /or reimbursement of resulting expenses.

In order to ensure the most cost-effective management of the missions of its staff, ELA relies on external service providers.

The mission management activity contains several processing operations carried out by contractors selected following procurement procedures.

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) 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;

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

Legal basis:

- Regulation 1962/31 of 1 January 1962 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community, in particular Articles 11, 12, 13 and 17, and successive amendments.
- Commission Decision of 6 November 2002 establishing the Office for the Administration and Payment of Individual Entitlements C (2002) 4367.
- Commission Decision of 27 September 2017 on general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations (mission expenditure) and on authorised travel adopting the Guide to Missions and Authorised Travel C (2017) 5323.

We process **special categories of personal data**, therefore Article 10 of the Regulation applies. In particular, we may process health data and trade union membership.

We process special categories of personal data indicated, lawfully according to Article 10(2):

(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;

(d) the processing is carried out in the course of its legitimate activities with appropriate safeguards by a non-profit-seeking body which constitutes an entity integrated in a Union institution or body and with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of this body or to persons who have regular contact with it in connection with its purposes and that the data are not disclosed outside that body without the consent of the data subjects;

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

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:

Data related to the mission performer:

Title of title, surname, first name, date of birth, login, personnel number, per id number, place of employment, office address, professional telephone number, professional e-mail address.

Data related to the authorized mission/travel:

Place(s) of mission/authorised travel and transit, expected times of departure and return to the place of employment, means of transport used, name of hotel, bill(s), start and end times of professional commitments at the place of mission, bank account number, budget heading to which the mission/authorised travel will be charged, MiPS mission/authorised travel number and confirmation number generated at the time of signature of the mission order/travel authorisation for approval by the authorising officer.

Other details may be provided in certain circumstances by persons going on mission/authorised travel, if they wish to receive more personalised service, mainly through their traveller profile (a travel agencies' tool englobing information which is necessary and/or useful for the management of commands; this information is formatted and/or structured by the agencies themselves): a mobile telephone number; their nationality, the date and place of issue of their passport and its expiry date; the passport and credit card number; the details of a person who may be asked to make reservations on their behalf; any preferences as regards the conditions of the trip which they might wish to be automatically taken into consideration, seat + meal.

The provision of personal data is mandatory to meet a *legal and contractual* requirement: Staff Regulations and contractual relation with the external service provider. 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?

ELA Resources Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

Scanned documents are kept for 7 years, after the end of the last payment.

The documents sampled are kept for 7 years, after the end of the last payment.

The information received by the travel agency with which ELA has a contract shall be kept in accordance with the duration laid down in the contractual provisions in force.

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.

This includes:

Line managers, authorising officers (and persons who have received delegations in the course of their duties, e.g. secretaries), mission managers within each Unit/Team and the respective financial unit.

PMO will have access to all data categories in order to verify the mission performers. ELA Financial Unit will only have access to the invoices and amount of reimbursement.

In some cases your personal data may be transferred to a third country. Indeed, the travel agency may have to transmit data concerning the staff member on mission/ authorised travel to a country outside the EU. This transfer is based on Article 48 of Regulation (EC) No 2018/1725 (appropriate safeguards). Such appropriate safeguards shall consist of binding corporate rules, codes of conduct or certification mechanisms pursuant to points (b), (e) and (f) of Article 46(2) of Regulation (EU) 2016/679.

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:

resources@ela.europa.eu

- The Data Protection Officer (DPO) of ELA

You may contact the Data Protection Officer (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) 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-2022-0016: Management of missions and authorised travel, including the online tool MiPS (Missions Processing System).