



## **PROTECTION OF YOUR PERSONAL DATA**

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

### **1. Introduction**

The European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (hereafter, 'eu-LISA') is committed to protecting your personal data and to respecting your privacy. eu-LISA 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

The information in relation to processing operation covering all future "Internal Event" publications undertaken by the Executive Support and Stakeholder Management Unit (ESU) is presented below.

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

The Executive Support and Stakeholder Management Unit (ESU) collects and uses your personal information in the context of internal events and for internal communication purposes.

The publication of visual/audio coverage of internal events strengthens internal communication with the aim of further improving intra-agency information and knowledge sharing as well as enhancing the working atmosphere within eu-LISA. It facilitates engagement and commitment between the growing number of employees.

The operation consists of:

- Processing of participants' personal data for the efficient organisation and management of the event, including management of lists for contacts, invitations, event follow-up, follow-up meetings, follow-up actions, internal news and publications.
- Photographs: capturing, transferring, collating, selecting, touching up and enhancing, where necessary, the settings and quality of images, and publishing, updating and deleting them; and
- Video and sound recordings: filming, publishing, updating and deleting.

The processing operation may be carried out by staff members of eu-LISA or external service providers. Audio/video recordings and individual images may be post-edited if someone makes a legitimate request aimed at preserving the dignity and/or integrity of the person concerned.

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**

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The lawfulness of the processing operation is based on:

- Article 5.1 (a) Regulation (EU) 2018/1725 (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) for events concerning staff assemblies and the requirement to inform the staff on change management, core business and administrative matters, transparent decision making, allowing thus the staff to make informed decisions within their area of remit.
- Article 5(d) of Regulation (EU) 2018/1725, when you as the data subject have given consent to the processing of your personal data for one or more specific purposes.

Your consent is required for:

- The purpose of registering for the event;
- Taking photos and audio-video recording (oral statement); the participants are photographed individually or in groups only with their prior authorization and have the possibility to object to processing if do not wish to be part of the photo taking or audio-video recording and publishing activities.
- For the purpose of improving internal communication and fostering staff engagement by publishing in the newsletter, intranet and/or PowerPoint presentation (to be displayed on the info-screens) an introduction message and a photo that could be optionally sent by email to the communication sector by each newcomer.

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for said specific purposes. You can give your consent via a clear affirmative act or by ticking the box(es) on the online registration form.

Your consent for these purposes can be withdrawn at any time by contacting the controller. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before it is withdrawn.

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

In order to carry out this processing operation the Executive Support and Stakeholder Relations Unit (ESU) collects the following categories of personal data:

- Function;
- Contact details (e-mail address, telephone number, mobile telephone number, postal address, company and department, country of residence, etc.);
- Photographs, video recordings, sound recordings.

The provision of personal data is not mandatory.

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

The Executive Support and Stakeholder Relations Unit (ESU) only keeps your personal data for the time necessary to fulfil the purpose of the collection or further processing.

For each of the categories of personal data that may be processed, please find below the retention details and the reference to the relevant record of processing:

- The audio/video recordings of internal events, such as staff assemblies, will be kept accessible for staff for 2 years in order to effectively inform the staff on change management, core business and administrative matters and transparent decision making. Any recording that is not relevant for making available to staff for post hearing/viewing will be deleted after

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their use (e.g for drafting minutes).

- Photographs and videos related to life and mandate of the Agency will be kept accessible for staff for 5 years for the purposes of preserving the historical memory of the Agency.
- PowerPoint presentations highlighting the newcomers will be deleted after their use on approved internal communication channels and outlets (screens).
- Newcomer's introduction and photo published in the newsletter, as well as the archive of the published editions of the weekly internal newsletter, will be kept for the purposes of preserving the historical memory of the Agency for 5 years.

All data will be deleted after the end of their respective retention periods, and access to selected data will be restricted to ESU staff.

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

Access to your personal data is provided to:

- eu-LISA staff responsible for carrying out this processing operation;
- all users in the eu-LISA mailing list for newsletters
- all users of eu-LISA intranet
- SNEs, internal and external service providers (intramuros) who have access to eu-LISA's intranet site or shared drive T (Common).
- contractors providing services for the event organisation: photos, videos

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.

### **7. 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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have consented to provide your personal data to Executive Support and Stakeholder Relations Unit (ESU) for the processing operations referred to in paragraph 4. In addition, you can consult the photos/videos that were taken after the event and then subsequently request that they are removed or that your image is removed from within a photo/video.

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 (e.g. regarding group photographs and video recording in public areas, the withdrawal can only take effect before capturing the photograph or filming).

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.

### **8. 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, Executive Support and Stakeholder Relations Unit at

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[internal.communication@eulisa.europa.eu](mailto:internal.communication@eulisa.europa.eu)

- **The Data Protection Officer of eu-LISA**

You may contact the Data Protection Officer ([dpo@eulisa.europa.eu](mailto:dpo@eulisa.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.