

## **PROTECTION OF YOUR PERSONAL DATA**

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

### **1. Introduction**

The European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereafter, 'eu-LISA') is committed to protect your personal data and to respect 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 "*Headquarter and Seat Agreements – Data exchange*" undertaken by the Human Resources Unit (HRU) is presented below.

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

Human Resources Unit collects and uses your personal information to fulfil the requirement of the Article 15 of Protocol 7 on the Privileges and Immunities of the European Union and to establish a register of eu-LISA staff members and family members entitled to:

- Special identity card from Ministry of Foreign Affairs (MFA) in Estonia;
- "Attestation de fonction" and/ or special residence permit in France;
- Benefits arising from the granted status as EU staff.

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

Your personal data processed may be reused for the purpose of procedures before the EU Courts, national courts, or the European Court of Auditors.

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

We process your personal data, because:

(a) processing is necessary for compliance with a legal obligation to which the controller is subject (Protocol 7 on the Privileges and Immunities of the European Union, Headquarters and Seat agreements).

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

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

## PUBLIC

- Name,
- Surname,
- Maiden name,
- Type of function,
- Employment start and planned end date,
- Date and place of birth,
- Nationality,
- Address,
- Marital status,
- Information about spouse and child

Relatives of the data subject (information about spouse and children):

- Name
- Surname
- Date and place of birth
- Nationality
- Marital status
- Date and place of marriage
- Entry to France date
- Passport information

For special residence permits for the staff member and family members some additional data shall be communicated by the staff member to the Authorities.

The information about categories of data processed by French Authorities (via the forms to be filled in) can be found at: <https://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/privileges-et-immunites-diplomatiques-et-consulaires/informations-complementaires/renseignements-pratiques/article/formulaires-pour-les-diplomates-etrangers>

The provision of personal data is mandatory to meet the requirements stipulated in the Protocol 7 on the Privileges and Immunities of the European Union and Seat agreements.

The provision of personal data to obtain special residence permit is not mandatory.

We have obtained your personal data from SYSPER and entry into service forms.

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

Human Resources Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of your career at eu-LISA. After that period the file may be transferred to the Historical Archives.

When determining the maximum retention periods, the Agency takes also into account possible legal recourses, legal, auditing, archiving and reporting obligations.

### **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 and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The controller will transfer your personal data to the designated Authorities of the French and Estonian Governments.

The information we collect will be given to any third party 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 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, [EULISA-individualrights@EULISA.EUROPA.EU](mailto:EULISA-individualrights@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.