

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 '*KNOM Navigator Access*' undertaken by eu-LISA Governance and Capabilities Unit (GCU) is presented below.

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

GCU collects and uses your personal information so that you can login in the Knowledge Management Navigator tool (KNOM Navigator). The login uses minimal personal information such as the user's first and last name, eu-LISA email and user identifier (UPN – User Principal Name), being the unique identifier of the user in context. The user identifier is a result of eu-LISA's infrastructure configuration. The name and email of the user will also be used for other users to assign roles in the knowledge management workflow of a certain knowledge artifact.

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 processing necessary for the management and functioning of the Agency.

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

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

- Name
- Surname;
- E-mail address,
- User Principal Name (UPN)
- Logs

We have obtained your personal data eu-LISA Corporate IT active directory which is a secure data source accessible only by a restricted group of persons.

5. How long do we keep your personal data?

GCU only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 12 months.

After that period the log files shall be deleted or anonymised.

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.

Only the administrators of the KNOM Navigator will have access to your personal information. The administrators are eu-LISA staff or intra/extramuros individuals performing activities on behalf of eu-LISA Corporate IT team responsible for managing SharePoint-based solutions such as the KNOM Navigator.

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 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, Governance and Capabilities Unit at eulisa.gcu@eulisa.europa.eu.

- The Data Protection Officer of eu-LISA

You may contact the Data Protection Officer (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) 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.