

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 "Election of a Staff Committee of eu-LISA" undertaken by Human Resource Unit is presented below.

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

Human Resource Unit (HRU) collects and uses your personal information for the purpose of the election of a Staff Committee of eu-LISA, by providing the Agency's staff with the means to stand for a position in the Staff Committee and to vote for preferred candidates. HRU collects and uses staff's personal information obtained through emails from candidates and crosschecked corporate directories to count the votes cast in the elections of the Staff Committee in order to analyse and publish adequately the results of the vote through email and through an ED decision.

The following are the processing operations prior to the election phase:

A. Setting up the Election Board:

The outgoing Staff Committee designates an Election Board, composed of volunteers among the statutory staff members who themselves do not plan to stand in the election of the Staff Committee.

The process is defined in the Electoral Rules for the election of the Staff Committee.

For this there is no form or any other similar document to be filled in, but names, type of contract, and place of work of staff concerned are needed.

Personal data workflow of this first step is the following:

- a) Personal data of the Election Board members are collected by HRU.
- b) HRU cross-checks the data provided by the volunteers with the corporate directories.
- c) Election Board is appointed by Staff Committee.

B. Election process:

The participation of the staff members in the elections of the staff committee is voluntary. The Election Board invites all interested staff members and provides all relevant information to the staff members, including the rules of eligibility. All candidatures for the Staff Committee have to be sent to the dedicated functional mailbox, providing name and type of contract.

A list of candidates for the Staff Committee is distributed to all staff members by the Election Board which includes the following: staff name and type of contract (AD/AST/CA). This is done via email from the dedicated functional mailbox.

For the election phase for the Staff Committee, the personal data of the candidates (mentioned under point 4 below) is provided directly by the respective data subjects. After personal data is collected, Human Resources cross-checks the given information with administrative documentation on concerned staff to ensure the candidates fulfil the eligibility criteria as indicated in the rules shared

The vote is cast through EUSurvey. EUSurvey is the European Commission's multilingual online survey management system built for the creation and publication of surveys and public consultations. For further reference please go to the record DPR-EC-01488.2. Votes will be counted through the use of EUSurvey and they are anonymous, as the data provided by the tool does not provide any specific identification of the voter. As output of this operation, results of the election will be provided by the selected tool.

The final election results are then communicated through email to all eu-LISA staff by the Election Board, alongside the necessary information, namely, the deadline for complaints/contest the results.

Any complaints received within 5 working from the publication of the results are directed to the Election Board, who shall inform the Head of Corporate Services. The claim is evaluated, and it is decided if the cancellation of the results or a recount is justified.

In case there are no complaints or if the complaint is solved, the results of the election are communicated and published in a decision by the Executive Director.

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 is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in eu-LISA, including because it might be necessary for the management and functioning of the Agency, in particular, based on the following legal acts:

- Article 9 of Staff Regulations and Article 1 of annex II of the Staff Regulations.
- Article 7 of CEOS.
- Decision No 2018-096 REV 1 of 31.05.2018 of the Management Board of eu-LISA on the setting up a Staff Committee.

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- Rules of Procedure of the Staff Committee of the European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (eu-LISA).

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

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

- Voters (corporate email collected from Outlook directory)
- Candidates for Election Board (Names, type of contract and Location collected on voluntary basis and crosschecked with corporate directories)
- Candidates for Staff Committee (Names and type of contract collected on voluntary basis and crosschecked with corporate directories, number of votes received, in case of a tie in the election results also Gender, Location and Seniority collected from corporate directories)
- Elected candidates for Staff Committee (Names, type of contract and number of votes)

The provision of personal data is mandatory to meet the legal framework as better described in Section 2 and 3 above. If you choose not to provide your personal data, you may not be eligible to participate as a candidate for the Staff Committee or a volunteer within the above-mentioned context.

5. How long do we keep your personal data?

Human Resource Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 5 years after final decision is emitted by Executive Director. After that period the files will be deleted.

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.

Besides designated eu-LISA staff members:

- Staff Committee members and alternates (data from candidates for Election Board)
- HRU staff member in charge of supporting the Election Board (data from candidates and Election Board members)
- Election Board (data from candidates for the Staff Committee)
- Head of Corporates Services department (data from the complaints)
- Executive Director (data from the candidates for the Staff Committee)
- IT helpdesk (data from Election Board members)

All eu-LISA staff members will receive the list of candidates (Names and type of contract) and, after the voting is concluded the results of the Elections with the number of votes for

each candidate for the Staff Committee. The list of elected members of the Staff Committee will be shared through ED Decision after the period for complaints has passed.

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 the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

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.HR.PERSONAL.DATA@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.