

## PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** ELA trainings and workshops under PROGRESS programme

**Data Controller:** European Labour Authority, Cooperation Support Unit (ELA Cooperation Unit)

**Record reference:** DPR-ELA-2024-0012

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## 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 'ELA trainings and workshops under PROGRESS programme' undertaken by ELA Cooperation Unit is presented below.

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

Purpose of the processing operation: The ELA Cooperation Unit collects and uses your personal information to promote specific trainings, workshops and events related to the Electronic Exchange of Social Security Information (EESSI) system under the ELA's PROGRESS Mutual Learning and Understanding Programme.

Training and other activities are organized by liaising with external and internal training providers and/or external organisations, and its organisation will involve handling personal data.

Activities can take place both inside and outside the Authority as well as on online platforms like Webex or MS Teams:

- In case of on-site meetings/workshops, photographs, screenshots, and/or video recordings of the trainers, participants and organisers may be taken and published in the context of ELA's PROGRESS Mutual Learning and Understanding Programme at ELA's website, social media channels, CIRCABC, and ELA Learning Management Platform. The audience or non-speaker participants are not photographed/individually or in groups. They could also appear in panoramic photographs/videos of the whole event/audience.

A specific Privacy Statement will be prepared by the organisers.

- In case of online meetings/workshops, photographs, screenshots, and/or video recordings of the trainers, participants and organisers may be taken and published in the context of ELA's PROGRESS Mutual Learning and Understanding Programme at ELA's website, social media channels, CIRCABC, and ELA Learning Management Platform.

Participants that do not wish to be part of the recording/publishing activities have the possibility to object to processing by notifying ELA staff present at the meeting/event or by turning off their computer camera and avoiding taking the floor at the recorded online events.

Specific consent on the recording from the external trainers will be gathered, according to Record "DPR-ELA-2023-0008 ELA independent expert management".

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**

#### **For trainers:**

We process your personal data, because, according to Article 5(1)(c) of Regulation (EU) 2018/1725, the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

#### **For participants:**

We process your personal data, because, according to Article 5(1)(d) of Regulation (EU) 2018/1725, you have given consent to the processing of your personal data for one specific purposes.

We do not process **special categories of personal data**, therefore Article 10 of the Regulation does not apply.

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

In order to carry out this processing operation, the ELA Cooperation Unit collects the following categories of personal data:

- Name, Surname, title, name of organisation represented, e-mail address, Member state. Reports, PowerPoint presentations or relevant documentation used during meetings can be collected and shared with meeting participants.
- Specific consent for the trainers to publish the video in EU Academy.
- Also live web streaming and/or audio and video recording of trainers and participants can be registered and published and/or shared in the framework of the ELA activities.
- In some cases, third party IT tools, including Social Media (to be specified in the Privacy Statement by the organiser).
- For digital events, the data protection records for the relevant tools and platforms apply.

Video of the workshops and trainings dedicated to PROGRESS of the trainers, organisers and participants, will be recorded and published on the EU Academy.

Specific instructions will be provided at the beginning of the session in order to explain the data subjects the process of their personal data and possibility to opt-out and switch off their cameras and audio to avoid recording.

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

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

- Data categories related to the participants: will be kept for maximum one year after the dedicated workshop.
- Training material (audiovisual material): The video recording will remain published on EU Academy as long as it is still valid from an educational point of view.

### **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 the European Commission.

Regarding the European Commission, all processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.

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.

#### **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 consented to provide your personal data to the ELA Cooperation Unit for the present processing operation. 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.

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:

[El-progress@ela.europa.eu](mailto:El-progress@ela.europa.eu)

- **The Data Protection Officer (DPO) of ELA**

You may contact the Data Protection Officer ([data-protection@ela.europa.eu](mailto: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](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.

### **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-2024-0012: ELA trainings and workshops on PROGRESS.