

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: ELA Intranet Collaborative Platform

Data Controller: European Labour Authority, Governance and Coordination Unit (ELA Governance and Coordination Unit)

Record reference: DPR-ELA-2022-0032

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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 Intranet Collaborative Platform' undertaken by the ELA Governance and Coordination Unit is presented below.

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

Purpose of the processing operation: The ELA Governance and Coordination Unit collects and uses your personal information to provide an intranet platform for the active staff of the European Labour Authority, including social networking and collaboration tools.

This intranet platform will manage and allow for the consultation of latest corporate information personalized, access to internal information and systems via appropriate links, foster staff engagement, facilitate internal information dissemination and promote an easier and more effective collaboration and knowledge sharing about corporate information and activities.

The ELA home page (start page) delivers the latest corporate information and tools, and from there the users can easily access the corporate relevant information and tools of the Authority via appropriate links. From the Intranet homepage you can also navigate to the different intranet sections available that aggregate more specific corporate information about different units and sectors.

The Intranet hosts published corporate internal content (news, pages, documents, images, videos) and finalised version of documents in collaborative sites shared at the level of an organisational entity (Unit, Sector or team) or in a horizontal group of colleagues from various entities.

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

We process your personal data, because, according to Article 5(1)(a) of Regulation (EU) 2018/17125, the 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.

Legal basis:

Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing a European Labour Authority.

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 Governance and Coordination Unit collects the following categories of personal data:

1. User identifier and data fields imported or reused from Sharepoint to build the core user profile, including the user's picture (for users who explicitly opted in SYSPER to have their picture visible on internal directories), ex: Position, Contact details -email, office location and telephone, content recently visited and interaction with colleagues;
2. Names/Pictures/videos/recordings of social events.
3. Names/Pictures/videos/recordings of professional meetings and events.
4. News published and pictures/videos/recordings included.
5. Access history and browsing activity.
6. Content management/publishing activity for Intranet Team Users: names of users & timestamps of creation + modification of each page/document or any other item of content.

ELA Intranet users do not have the possibility to limit or extend the visibility of their profiles. This choice is made by ELA Sharepoint administrators for the entire users population, and not for single users.

The provision of personal data is mandatory to ensure the proper management of the Authority. In particular it is needed to grant an effective communication and ensure the administrative efficiency through online collaboration. If you do not provide your personal data, we will not be able to fulfil our tasks.

We have obtained your personal data from the Microsoft Azure Active Directory specifically created for ELA administration.

5. How long do we keep your personal data?

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

User identifier and data fields imported into the Sharepoint to build the core user profile	<i>Deleted 1 month after the user (staff or service-provider) has left the institution.</i>
Content management/publishing activity	<i>Deleted 30 days after the item itself has been deleted.</i>
Names, pictures, videos and/or recordings of social events or professional meetings	<i>According to Record “DPR-ELA-2022-0023 ELA live, hybrid and digital events, seminars, workshops, conferences, meetings, open/celebration/information days and visits” photographs and audio visual material will be deleted within 2 years from the collection of the data. Please check the specific Privacy Statement of the event.</i>

News published and pictures/videos/recordings included.	<i>Deleted 30 days after the item itself has been deleted.</i>
Access history and browsing activity	<i>Deleted 1 month after the user (staff or service-provider) has left the institution. Backups are retained for 1 month.</i>

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 of its contractors.

ELA’s contractors are bound by a specific contractual clause for any processing operations of your data on behalf of ELA, and by the confidentiality obligations deriving directly from the General Data Protection Regulation in the EU Member States (‘GDPR’ Regulation (EU) 2016/679.)

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.

ELA staff have access the following fields of other users' profiles: Name, title, work phone & email, department, office location/building/number and Job position.

The technical team managing the Sharepoint, and therefore the Intranet, has overall access to the whole information stored on the platform: the supervision in place makes sure that the technical team acts exclusively for the improvement and maintenance and of the platform and secures + destroys any personal data which would be exported in the course of their technical operations.

Site owners/managers are bound to apply standards and settings, in particular to personal data protection and intellectual property rights concerns.

In case of an enquiry on suspected illegal activity of some users of the Sharepoint, HR.IDOC/HR.DS will receive user data and their activity, see [DPR-ELA-2023-0022 ELA ICT security investigations related to investigations.](#)

Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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.

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

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:

governance@ela.europa.eu

- The Data Protection Officer (DPO) of ELA

You may contact the Data Protection Officer (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) 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-2022-0032 ELA Intranet Collaborative Platform.