



European Labour Authority

DATA PROTECTION OFFICER

RECORD OF PROCESSING OPERATIONS ON PERSONAL DATA

DPR-ELA-2024-0019: Processing of personal data within the framework of the Headquarters Agreement between ELA and the Government of the Slovak Republic

1 PART 1: PUBLIC - RECORD (ARTICLE 31¹)

1.1 GENERAL INFORMATION

Record reference	DPR-ELA-2024-0019
Title of the processing operation	Processing of personal data within the framework of the Headquarters Agreement between ELA and the Government of the Slovak Republic
Controller entity	European Labour Authority, Governance and Coordination Unit
Joint controllers	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> YES, fill in details below
Processor(s)	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES, fill in details below
Internal organisation(s)/entity(ies) Names and contact details	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> YES
External organisation(s)/entity(ies) Names and contact details	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
Data Protection Officer Name and contact details	Laura NUNEZ BAREZ Landererova 12, 811 09 Bratislava I Slovakia Email: data-protection@ela.europa.eu
Corporate Record	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Language of the record	English

¹ Pursuant to **article 31** of the new data protection regulation for EU institutions and bodies (**Regulation (EU) 2018/1725**) each controller and processor have to maintain a **record of processing activities** under its responsibility that contains at least the information listed under that article.

1.2 PURPOSE AND DESCRIPTION OF THE PROCESSING

1.2.1 Purpose

This processing of personal data aims to cover the activities within the framework of the Headquarters Agreement establishing the provisions applicable to the relations between the European Labour Authority (ELA) and the Slovak Republic, in particular to the privileges and immunities granted to the Authority and to its accredited statutory staff in the Headquarters Agreement between the Government of the Slovak Republic and the European Labour Authority.

In particular, this process of personal data aims to cover any exchange of personal data between the ELA Governance and Coordination Unit and the Ministry of Foreign and European Affairs of the Slovak Republic for the following purposes:

- facilitating the entry and stay of the members of ELA, and
- providing a special identity card, which shall serve as a residence permit and an evidence for identification.

This process covers to all ELA Staff, in the sense of officials, temporary and contract agents, employed directly by the Authority, and of seconded national experts od other staff not employed by the Authority as contemplated by Articles 32 and 33 of the Staff Regulations.

This process also covers, in a voluntary basis, to the family members of the above mentioned Staff.

1.2.2 Processing for further purposes

- Archiving in the public interest
- Scientific or historical research purposes
- Statistical purposes
- N/A

Safeguards in place to ensure data minimisation

- Pseudonymisation

1.2.3 Modes of processing

1. Automated processing (Article 24)
 - a. Computer/machine
 - i. automated individual decision-making , including profiling
 - ii. Online form/feedback
 - iii. Any other, specify
2. Manual processing
 - a. Word documents
 - b. Excel sheet
 - c. Any other, specify
Email exchange of information

1.2.4 Storage medium

1. Paper
2. Electronic
 - a. Digital (MS documents (Word, excel, Powerpoint), Adobe pdf, Audiovisual/multimedia assets, Image files (.JPEG, .PNG, etc.))
 - b. Databases
 - c. Servers
 - d. Cloud
3. External contractor premises
4. Others, specify

1.2.5 Comments on the processing of the data

ELA staff are provided with the MS O365 Office products to be able to access work documents from different devices and locations, and to carry out ELA’s tasks.

1.3 DATA SUBJECTS AND DATA CATEGORIES

1.3.1 Data subjects' categories

1. Internal to organisation	Statutory staff members: officials, temporary and contract staff directly employed by the ELA and seconded national experts, including national liaison officers, within the meaning of Article 32 of the Regulation, who contribute to the fulfilment of tasks of the European Labour Authority
2. External to organisation	Family members of ELA Staff

1.3.2 Data categories/fields

As established in Article 11 and 12 of the Headquarters Agreement, ELA Governance and Coordination head of Unit through the Inter-institutional Relations Specialist, shall provide the Slovak Government, Ministry of Foreign and European Affairs with the list of persons working at the Authority, indicating:

Identification data – ELA Staff: MANDATORY INFORMATION

Name

Surname

Nationality

Date of birth

The arrival for taking up residence in and definitive departure from the Slovak Republic (start date contract and end date contract) and Place of residence in the Slovak Republic – (e.g., Slovak nationals, Permanent residents in Slovakia before joining ELA, Not residing in Slovakia and Residence in Slovakia after joining ELA (address to be filled in).

Identification data – Family members of ELA Staff: VOLUNTARY

Name

Surname

ELA Staff member associated and relation

Ministry is expecting a list (valid at the time) with further regular update (twice per year).

Any change of the above mentioned data will be communicated in due time to the relevant Slovak authorities.

ELA contact point for the Ministries may have access to the files, when strictly needed, when requested to clarify a specific situation.

1.3.2.1 Special categories of personal data

Indicate if the processing operation concerns any ‘special categories of data’ which fall(s) under Article 10(1), which shall be prohibited unless any of the reasons under article 10(2) applies:

Yes , the processing concerns the following special category(ies):

Data revealing

racial or ethnic origin,

political opinions,

religious or philosophical beliefs,

<input type="checkbox"/> trade union membership, Or/and, <input type="checkbox"/> Genetic data, biometric data for the purpose of uniquely identifying a natural person, <input type="checkbox"/> Data concerning health, <input type="checkbox"/> Data concerning a natural person's sex life or sexual orientation. <input checked="" type="checkbox"/> N/A
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1.3.2.2 Data related to 'criminal convictions and offences'

The data being processed contain sensitive data which fall(s) under Article 11 'criminal convictions and offences'	N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/>
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1.4 RETENTION PERIOD

Indicate the administrative time limit(s) for keeping the personal data per data category, and if known, specify the start/end date, or describe the specific start/end moment of each time limit:

Data category	Retention period
All data categories (mandatory and non mandatory)	The personal data will be sent each 6 months and previous data will be automatically deleted.

Description

The processing of personal data starts from the moment the ELA contact point send the list to the Ministry of Foreign and European Affairs of the Slovak Republic.

1.5 RECIPIENTS

Origin of the recipients of the data	
1. <input checked="" type="checkbox"/> Within the EU organization	Head of Governance and Coordination Team and ELA contact point for the Ministry (Inter-institutional Relations Specialist)
2. <input checked="" type="checkbox"/> Outside the EU organization	Authorised staff in the Government of the Slovak Republic , in particular, the Ministry of Foreign and European Affairs.

Categories of the data recipients
1. <input checked="" type="checkbox"/> A natural or legal person 2. <input checked="" type="checkbox"/> Public authority 3. <input type="checkbox"/> Agency 4. <input type="checkbox"/> Any other third party, specify Specify who has access to which parts of the data: All data categories will be accessed by authorized staff of the above mentioned public authorities' staff.

1.6 INTERNATIONAL DATA TRANSFERS

Transfer to third countries or international organisations of personal data
<p>1. Transfer outside of the EU or EEA</p> <p><input checked="" type="checkbox"/> N/A, transfers do not occur and are not planned to occur</p> <p><input type="checkbox"/> YES,</p>
<p>2. Transfer to international organisation(s)</p> <p><input checked="" type="checkbox"/> N/A, transfers do not occur and are not planned to occur</p> <p><input type="checkbox"/> Yes, specify further details about the transfer below</p>
<p>3. Legal base for the data transfer</p> <p><input type="checkbox"/> Transfer on the basis of the European Commission's adequacy decision (<i>Article 47</i>)</p> <p><input type="checkbox"/> Transfer subject to appropriate safeguards (<i>Article 48.2 and .3</i>), specify:</p>
<p>4. Derogations for specific situations (<i>Article 50.1 (a) –(g)</i>)</p> <p><input checked="" type="checkbox"/> N /A</p> <p><input type="checkbox"/> Yes, derogation(s) for specific situations in accordance with article 50.1 (a) –(g) apply (ies).</p>

1.7 INFORMATION TO DATA SUBJECTS ON THEIR RIGHTS

Rights of the data subjects
<p><i>Article 17 – Right of access by the data subject</i></p> <p><i>Article 18 – Right to rectification</i></p> <p><i>Article 19 – Right to erasure (right to be forgotten)</i></p> <p><i>Article 20 – Right to restriction of processing</i></p> <p><i>Article 21 – Notification obligation regarding rectification or erasure of personal data or restriction of processing</i></p> <p><i>Article 22 – Right to data portability</i></p> <p><i>Article 23 – Right to object</i></p> <p><i>Article 24 – Rights related to Automated individual decision-making, including profiling</i></p>

1.7.1 Privacy statement

The data subjects are informed about their rights and how to exercise them in the form of the a privacy statement attached to this record.

Publication of the privacy statement

Published on website

Web location:

- ELA internal website (URL: ELA Sharepoint on Personal Data protection)
- External website (URL: <https://www.ela.europa.eu/en/privacy-policy>)

Other form of publication, specify

All ELA Staff will be informed about this process by email with references to the process and the relevant privacy Statement.

Guidance for Data subjects which explains how and where to consult the privacy statement is available and will be provided at the beginning of the processing operation.

Description:

Privacy Statement will be uploaded together with the announcement of the start of the processing. Guidance on data subjects rights' is available in ELA main website under privacy policy.

1.8 SECURITY MEASURES

Short summary of overall Technical and Organizational Measures implemented to ensure Information Security:

Description:

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Labour Authority or of its contractors.

The European Labour Authority's contractors are bound by a specific contractual clause for any processing operations of personal data on behalf of the European Labour Authority, and by the confidentiality obligations deriving from the General Data Protection Regulation.

In order to protect personal data, the European Labour Authority has put in place a number of technical and organisational measures. 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.