

## PROTECTION OF YOUR PERSONAL DATA

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

**Processing operation:** ELA Events Application

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

**Record reference:** DPR-ELA-2024-0008

### Table of Contents

1. Introduction
2. Why and how do we process your personal data?
3. On what legal ground(s) do we process your personal data?
4. Which personal data do we collect and further process?
5. How long do we keep your personal data?
6. How do we protect and safeguard your personal data?
7. Who has access to your personal data and to whom is it disclosed?
8. What are your rights and how can you exercise them?
9. Contact information
10. Where to find more detailed information?

## **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 events app*" undertaken by the European Labour Authority, Resources Unit (ELA Resources Unit) is presented below.

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

Purpose of the processing operation: ELA Resources collects and uses your personal information to facilitate management of events of the European Labour Authority (ELA). ELA Resources Unit collects and uses the personal data in order to monitor the registration of events involving the Authority.

The ELA Events Application will enable ELA staff to register events / create a log of events or conferences of the European Labour Authority.

It includes individual meetings initiated by ELA as well as participation of ELA staff at conferences and webinars organized by external parties. It thereby facilitates the Authority's management of its meetings with interest representatives.

The personal data will be included in the system called "ELA Events App". They will be processed in accordance with Regulation (EU) 2018/1725.

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) 2018/1725, 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.

We will 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 Resources Unit collects the following categories of personal data:

Personal data linked to a specific event: requester, contacting person (s), Unit and Sector, title, date, type of event (such as workshop, meeting, conference), attendance mode, event description, target audience, estimated number of participants, location, rooms.

Agenda of the meeting can be also attached to the concerned event. The agenda may contain personal data related to the speakers.

No data from participants is registered in the application.

The provision of personal data is mandatory to ensure a proper and coordinate management of the Authority. If you do not provide your personal data, we will not be able to coordinate the available people and resources on time.

We have obtained your personal data from the organisers of the event where the Authority is sole organiser or co-organiser with other Union institution, body or agency or other organisation.

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

The ELA Resources Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 1 year, and will be deleted no more than 1 year after the last action related to the specific event is taken.

Reports containing personal data will be archived according to the ELA filing plan and specific retention list for a period of 5 years, see ELA 7.2.1 Organisation of events: Files on the organisation by ELA of events (conferences, seminars, workshops, campaigns, exhibitions, fairs, etc.). When they need to be kept for longer the documents will be linked to a specific activity and covered by a specific record.

#### **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, as personal data is restricted to the minimum necessary to encode a specific event in the application. In fact, the main purpose of the Events App is to coordinate and facilitate communication of the events internally.

Some of the data is going to be shared publicly on ELA website but will not contain personal data. For instance: Event, title, dates, location and topics.

For The Executive Director, Chair and Deputy Chair of the Management Board and Head of Units' meetings and participation in events, the process is covered by Record '[DPR-ELA-2023-0011 Publication of meetings with interest representatives and other externals](#)'

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:

[ela-events@ela.europa.eu](mailto:ela-events@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-2024-0008 ELA Events app.