



PRIVACY STATEMENT

Statement on personal data protection within the context of the EEA active directory service

Personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Processing operations are under the responsibility of the Head of Operational Services (OSE) Programme acting as Data Controller, regarding the collection and processing of personal data.

1. Purpose(s) of the processing

Your personal data is collected and further processed for the purpose of helping identifying you when you take up duties and improving internal communication in the EEA and enabling the staff to better know each other.

The processing consists in making available on the EEA intranet a combined electronic phonebook, address book (that may be enriched by an ID photograph according to each individual's choice) and organisational chart of the EEA in which each member of staff appears.

2. Recipients of the data processed

For the purpose detailed above, access to your personal data is given to all EEA internal who has access to EEA intranet (i.e. EEA staff members (including non statutory staff) and consultants working at EEA's premises).

3. Personal data concerned

Personal data collected and further processed concern a staff member or a consultant contracted by EEA. Information can relate to all or some of the following data:

- Name (title, first name, surname) and initials;
- Job title and description, together with hierarchical information;
- Administrative assignment, email address, telephone (internal and mobile where applicable);
- ID photograph of member of staff who have expressed their consent for the publication of their photograph.

4. Modalities for the processing operation

The EEA active directory is fed through a manual data entry process carried out by a limited number of authorised staff in EEA Helpdesk (OSE2), on the basis of information provided by the Human Resources Management group (ADS1).

5. Safeguarding of data processed

Access is restricted to a limited number of staff in the helpdesk with extended access rights and requires a user ID and password.

6. *Right of access and rectification*

You have a right to access, update and rectify your data that can be viewed on the EEA intranet at any time.

For identity photographs to be published on the EEA intranet, you shall have given your express authorisation for the photograph to be displayed in the intranet headings. This authorisation may be reversed at any time.

Any request for access, update or rectification of personal data shall be addressed in writing to the system administrator (helpdesk) at the following address helpdesk@eea.europa.eu, or European Environment Agency, Mr Sigfús Bjarnason, Head of Operational Services Programme (OSE), Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

7. *Legal basis*

The legal bases for the processing operations on your personal data are the following:

- The processing operations in the EEA active directory are necessary for the performance and the support of the numerous tasks carried out by the EEA as mandated by Regulation (EC) No 401/2009 of 23 April 2009; implementing Regulation (EC) No 401/2009 calls for a modern and efficient communications infrastructure including equivalent office automation technology;
- The Communication from the Commission, e-Commission 2006-2010: enabling efficiency and transparency stress to need to progress towards more integration and interoperability of corporate systems to provide intuitive and seamless services to staff and management¹;
- The employment and/or service contract with the EEA.

8. *Legality of processing*

- Processing is necessary for the performance of tasks carried out in the public interest and in the legitimate exercise of official authority vested in the EEA (Article 5(a) of Regulation (EC) No 45/2001).
- Where applicable, the data subject has unambiguously given his or her consent (Article 5(d) of Regulation (EC) No 45/2001).

9. *Data retention*

The retention time of backup data is 3 weeks. Entered users in the active directory are disabled when their services is ended. Anonymous data (photograph) is retained for a longer period solely for historical purpose.

¹ E-Commission 2006-2010 – Memorandum November 2005, Ref. C(2005) 4473, paragraph 3.1.3, page 7.

10. *Right to appeal*

You are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if you consider that your rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of your personal data by the EEA.

You may also contact the EEA's Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: Data.ProtectionOfficer@eea.europa.eu

