



PRIVACY STATEMENT

Statement on personal data protection within the framework of processing the fixation of individual rights and the payment of salaries

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 Human Resources Management group (HRM Group) 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 the management and administration of the staff member's individual rights and entitlements and the corresponding payroll associated with those rights and entitlements.

2. Recipients of the data processed

For the purpose detailed above, access to your personal data is given to the following persons:

- o Limited number of staff within the HRM Group (ADS1)
- o European Paymaster Office (PMO) in Brussels

You shall be duly informed of any transfer of data mentioned above. Similarly, any recipient of the data shall be reminded of their obligation not to use the data received for other purposes than the one for which they were transmitted.

3. Personal data concerned

The personal data of any statutory staff member (including officials, temporary agents and contract agents).

4. Categories of data processed

The personal data pertaining to the rights and entitlements of the data subject including title, name, gender, age; full career details including category, grade and seniority in step; family situation including details about civil status, spouse or partner, children and family income when required to determine the right to certain allowances.

5. Modalities for the processing operation

Personal data is processed manually: the information is provided by the data subject him/herself. Where the information provided relates to the financial situation of the data subject, s/he shall then sign for acknowledgment of the data provided.

6. Safeguarding of data processed

All original documents and information provided by the data subject are filed by the HRM group in the personnel file of the data subject, with the exception of information and documents in relation to education allowances; those are filed and stored separately in the 'education files'. Only members of the HRM Group have access to the personnel files and 'education files'.

7. Right of access and rectification

Any request for access or rectification of personal data shall be addressed in writing to the Head of the HRM Group at the following address catia.marigo@eea.europa.eu, or European Environment Agency, Mrs Catia Marigo, Head of HRM Group (ADS1), Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

8. Legal basis

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

- Staff Regulations of Officials of the European Communities and Conditions of employment of Other Servants of the European Communities (CEOS), and in particular Articles 19 to 27 and Articles 92 to 94 thereof¹;
- Service level agreement signed between EEA and the European Paymaster Office (PMO) granting the latter authority to process information provided by EEA and sub-delegating AIPN powers as so required for the implementation of the agreement.

9. Legality of processing

The processing is necessary for the performance of a task carried out in the public interest by the Community institutions and bodies which includes the processing of personal data necessary for the management and functioning of those institutions and bodies (Article 5(a) of Regulation (EC) No 45/2001).

The processing is necessary for compliance with a legal obligation laid down in the Staff Regulation and the Conditions of Employment of Other Servants of the European Communities to which the controller is subject (Article 5(b) of Regulation (EC) No 45/2001).

10. Data retention

Personnel files are kept locally for the duration of the staff member's contract with the EEA. Thereafter it is filed in the archive. Personnel files are kept for the period of 120 years in line with the European Commission practice.

¹ Council Regulation (EEC, Euratom, ECSC) No 259/68 of 29 February 1968 laying down the Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities (OJ L 56 of 4.3.1968, Special edition 1968, 1.12.1972) and the subsequent regulations and corrigenda amending and correcting that regulations

The separate files containing the education allowance information will be kept for up to three years locally and thereafter archived for a period of up to 25 years.

11. *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 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

