

PRIVACY NOTICE-
**Management of missions and authorised travels of EIGE staff,
mission processing system, booking tool and contracts: travel agency
and insurance**

The European Institute for Gender Equality (EIGE) informs you about processing your personal data in compliance with Regulation 2018/1725 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Purpose of processing of personal data

The purpose of this processing operation is the organisation of missions (travels away from the place of employment solely in the interests of the service) and authorised travels and the payment and/or reimbursement of the related costs in line with EIGE's Internal Practical Guidelines on the Application of the EC Guide to Missions and Authorised Travel. The mission management activity is broken down into internal operations carried out by EIGE and other operations carried out by contractors selected following procurement procedures (travel agency services, insurance services).

Legal basis

- I. Regulation EU 2018/1725, in particular Articles 5(1)(a) and 5(1)(b);
- II. Establishment Regulation of EIGE (EC) No 1922/2006;
- III. Articles 11, 12 and 13 of Annex VII and Article of the Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union;
- IV. Commission Decision C(2017) 5323 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials of the European Union) and decision on authorised travel;
- V. Management Board Decision No MB/2018/005 of 21/06/2018 adopting Commission Decision C(2017) 5323 of 27/09/2017 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials of the European Union) and decision on authorised travel;
- VI. Administrative note of 25/07/2022 (ref. EIGE/EM/ju D/2022/402) on Amendment to EIGE's Internal Practical Guidelines on the Application of the EC Guide to Missions and Authorised Travels.

Lawfulness of processing

EIGE processes your personal data based on 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. The following

information is provided as established in Articles 15 and 16 of Regulation (EU) 2018/1725.

Data categories

I. General personal data collected and further processed are, in particular:

- Title, surname, first name, date of birth
- Personnel number, assignment, place of assignment, office address, business email address
- Location(s) of mission and transit, the scheduled departure and return time to the place of employment, the means of transport used, the name of the hotel, the invoice(s), the start and end time of professional commitments at the mission locations
- Financial data, such as bank account number of the person going on mission or carrying out the authorised travel, the budget line to which the mission will be charged
- The mission number and the confirmation number generated at time of signature for the approval of the authorizing officer.
- Other optional data may be voluntarily provided by the person going on mission or carrying out the authorised travel in order to receive a more personalized service

Data Controller

EIGE is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity. The Data Controller is the Head of Administration.

The following providers act as processors of the Institute on the basis of a procurement contract:

- Travel Agency (transport tickets, hotel reservations, etc.): AMEX Global Business Travel (privacy statement: <http://privacy.amexgbt.com/gdpr>);
- Insurance company (general "assistance-insurance" and "mission/authorized travel lifeinvalidity"): CIGNA (privacy statement: <https://www.cignahealthbenefits.com/en/privacy>)
- The contractors for business travel, transport companies (airlines, railways, taxis etc), hotels and/or other accommodation facilities and any other organisation may act as separate controllers for the personal data they process

Access and storage of the data

Recipients of the data are the designated appointing authority, the Director, staff members to whom the appointing authority has delegated responsibility (HR officer, Mission organisers in respective Units of EIGE, financial agents, IT). In addition, service providers involved in the mission management, namely: the travel agency, the insurance company, the companies that organize travels, hotels, transport (plane, train, etc.).

The Institute has several security controls in place to protect personal data from unauthorised access, use or disclosure. EIGE keeps the data stored on computer systems with limited access to a specified audience only. External contractors are

bound by a specific contractual clause for any processing operations of the data subjects' data on behalf of EIGE.

EIGE does not intend to share data with Third Countries/International Organisations. In case of the need to share, data is notified before doing so.

Date when processing starts

Date of the submission of the mission request.

Retention policy

Personal data shall be kept for seven years.

The data subject has specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725

Right to access data – data subjects have the right to access data at any time by sending an email request to dpo@eige.europa.eu.

Right to rectify – data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data.

Right to restrict – data subjects have the right to restrict the processing at any moment by sending an email request to dpo@eige.europa.eu; and the right to be informed before personal data are disclosed for the first time to third parties or before they are used on their behalf for the purposes of direct marketing. Inaccurate objective data should be rectified without delay upon the data subject's request made to the controller in accordance with Article 18 of Regulation (EU) 2018/1725.

Right to erasure – data subjects have the right to obtain from the controller the erasure of data if their processing is unlawful by sending an e-mail to dpo@eige.europa.eu. If the data subjects have any queries concerning the processing of their personal data, they may address them to the Data Protection Officer or to the Data Controller of EIGE by contacting information at dpo@eige.europa.eu.

Other rights – Where applicable, you also have the right to object to the processing or 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 legitimate compelling grounds by sending an e-mail to dpo@eige.europa.eu.

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor:

Website: <http://www.edps.europa.eu>

Email: edps@edps.europa.eu

Contact information

EIGE's Data Protection Officer, e-mail dpo@eige.europa.eu