

## **PRIVACY NOTICE – Privacy Statement for the elections of Staff Committee**

The European Institute for Gender Equality (EIGE) informs about processing of 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**

Personal data will be collected to carry out EIGE's staff committee elections by way e-voting. This is based on the decision of Management Board on setting up a staff committee, adopted on 26 January 2011 whereas the agency should set up a staff committee to perform the tasks assigned to it by the Staff Regulations.

In the framework of its mandate, the Election's Committee is responsible for:

- Organisation of Staff Committee elections
- Administration of relevant documents and procedures related to Staff Committee elections
- Being a contact point for the staff members of EIGE and staff committee regarding the Staff Committee elections

### **Legal basis**

I. Establishment Regulation of EIGE (EC) No 1922/2006;

II. Article 9 and Article 1 of Annex II of Staff Regulations;

III. The legal basis for the processing operations on personal data is a legal obligation (Article 5(a) or Regulation (EU) 2018/1725), meaning that this data processing is necessary for the management and functioning of EIGE;

IV. EIGE's Rules of procedure for the election of the Staff Committee.

### **Data categories**

I. Personal data collected and further processed will concern the applicant or tenderer, its staff and any subcontractors. Information can relate to the following data:

Categories of personal data that will be processed are:

- Identification data: Name, surname, staff category;
- Contact information: professional e-mails.

## **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 primarily the Head Administration Unit who ensures the proper implementation of the processing operations in relation to staff committee election procedure.

## **Access and storage of the data**

Access to your personal data is given to authorised staff members dealing with the election procedure. More specifically, the recipients of the personal data are:

- Members of the Election Committee of EIGE
- IT Office staff for problem solving issues.

The certified copy of the electoral roll and the list of votes cast will be stored in a secure place by EIGE until the end of the time limit for challenging the election result or until any challenge has been dealt with, after which they will be destroyed.

Moreover, personal data processed in this context can be transferred to other Institutional recipients as IAS and ECA. EIGE has several security controls in place to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on computer systems with limited access to a specified audience only. No automated decision making, including profiling is done.

## **Date when processing starts**

Date of submission of application by candidates (voluntarily). No automatic decision making, including profiling will be made.

## **Retention policy**

When appropriate, personal data contained in supporting documents should be deleted where possible where these data are not necessary for further purposes and mandate of the Election Committee of EIGE.

The data will only be retained for a maximum period of 5 years or until all appeal procedures are exhausted.

## **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](mailto: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](mailto: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, and to be expressly offered the right to object free of charge to such disclosure or use.

**Right to erasure** – as long as the reply to the request for access to documents has not yet been issued, 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](mailto: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](mailto:dpo@eige.europa.eu).

**Transfers** – This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

**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](mailto: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](mailto:edps@edps.europa.eu)

### **Contact information**

Data Protection Officer of EIGE, e-mail [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu)