

PRIVACY NOTICE

Use of SYSPER

The European Institute for Gender Equality (EIGE) informs you about processing your personal data in connection with SYSPER. This is featured further down under Lawfulness of processing.

Purpose of processing personal data

The purpose of this processing operation is:

- To identify all staff in EIGE
- To support processes of human resources management:
 - 'Organisation Management modules: "Organisation Chart" and "Job Quota Management", which enable the Institute to define all entities in the hierarchical structure in their organisation and then to manage the jobs within, ensuring that the quotas stipulated in the staff establishment plan are respected;
 - Personal Data Management modules: "Employee Personal Data" (enabling staff to view their personal data) and "Address Declaration" (allowing staff to directly manage changes to their personal address details);
 - Talent Management modules: core "Career Management" enabling the encoding of main career events as well as managing present and historical career data, "Basic Job Description", "Vacancy" and "Managers Vacancy";
 - Time Management modules;
 - Report on roles and access rights: it allows checking regularly SYSPER roles (except staff role) and the associated job numbers and staff members.

Legal basis

I. Regulation EU 2018/1725, in particular Articles 5(1)(a);

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

III. Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union.

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.

Data categories

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

- Personal details, such as name, surname, date of birth, sex, nationality, address, (This is not included) , ID copy (if relevant), marital status
- Contact details (e.g. postal address, email address, mobile)
- Education & Training details

- Employment details (e.g. work experience, languages, prior professional assessments duration of contract, years of service, grade, category, job title and description, sick leave information etc)
- Financial details (e.g. financial identification form, payslip details)
- Family information
- Time management, report on access rights

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.

Collection of data

You provide the personal data following the employment contract between EIGE and the staff member. The data is kept during the employment period and updated as relevant (e.g. change of marital status etc.).

Access and storage of the data

Recipients of the data are the Director, staff members to whom the appointing authority has delegated responsibility (HR officer, IT, limited staff of human resources team, staff members, e.g. secretariat, in the units have access to the specific data they need to fulfil their human resources management tasks). TO CLARIFY THIS WITH DPO

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. HR staff responsible for administrating SYSPER in DG HR as well as developers and helpdesk in DG DIGIT who need that data to solve bugs, to test new developments or for user research and usability tests have also the access. In addition, IT staff in DIGIT, HR and PMO.

In addition, the service providers (PMO and DG HR) adopt appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature, scope, context and purposes of processing, in order to ensure, in particular, as appropriate:

- the pseudonymisation and encryption of personal data;
- the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing;

- measures to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed.

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 commenced

July 1st 2022

Retention policy

The retention duration is administered by the owner of the system, namely: DG HR. The data will be stored for different periods depending on the related HR process. Most of the personal data will be retained so long as the owner is working for the EU. In some cases, some data might be retained longer, when a staff member is in pension for instance, etc. The Institute has no power to modify this. The only actions that can be undertaken by the HR of EIGE are to create, modify, or correct data. EIGE cannot delete an individual profile entirely.

Since the participation in SYSPER is mandatory in accordance with EIGE's adherence to the DG HR information management system, you are not required to provide your consent.

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. TO BE CLARIFIED WITH DPO

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; if it is done, the data will not be processed but will be stored. 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 . TO BE CLARIFIED WITH DPO

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

EIGE's HR, e-mail EIGE.HR@eige.europa.eu