

PRIVACY NOTICE-

Workplace wellness and health programme: BeWell@EIGE

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 handling the claims for reimbursement submitted by staff for social and wellbeing initiatives adopted by EIGE. These measures aim to support the health and wellbeing of staff, as required by Article 1e of Council Regulation No 259/68 (hereinafter "Staff Regulations"), either in line with the aims of Director's Decision No 274 of 22 December 2022 adopting the Workplace wellness and health programme of EIGE or with a view to enhancing social, environmental and/or organisational wellbeing on the basis of specific decisions and reimbursement schemes adopted by the Institute.

Legal basis

- I. Regulation EU 2018/1725, in particular Articles 5(1)(a) and 5(1)(d);
- II. Establishment Regulation of EIGE (EC) No 1922/2006, in particular Article 12(3)(e);
- III. Articles 50, 86, 110 and 119 of the Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations.

Lawfulness of processing

The processing of personal data in the context of reimbursement claims is necessary for the management and functioning of the Institute: Article 1(e) of the Staff Regulations requires that "Officials in active employment shall have access to measures of a social nature, including specific measures to reconcile working life with family life, adopted by the institutions" and that "Officials in active employment shall be accorded working conditions complying with appropriate health and safety standards". Therefore, the processing is lawful under Article 5.1(a) of the Regulation (EU) No 2018/1725. Furthermore, since the participation in the reimbursement scheme is a voluntary measure and not mandatory, data subjects will be requested to provide consent. Therefore, the processing of the personal data is also in accordance with Article 5.1(d) of Regulation (EU) No 2018/1725.

Data categories

- I. Personal data collected and further processed are, in particular:
 - Identification data (name, surname);
 - Pers. No;
 - Email address and other contact details;
 - Financial details (bank account information to which the reimbursement should be made).

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.

Access and storage of the data

During the reimbursement period in which staff can submit their claims, a restricted number of staff in HR, who are responsible for wellbeing, can access your personal data. In addition, a limited number of staff with designated roles in the financial workflow and in ABAC and IT staff with administrator rights for the HR DMS have access.

EIGE does not intend to share data with Third Countries/International Organisations.

Date when processing starts

Date of the submission of the request of reimbursement.

Retention policy

The data will be retained in HR until the end of the retention period required for supporting documents underpinning financial transactions (7 years), after which it will be manually deleted. Data stored in ABAC will be retained in accordance with the ABAC retention policy.

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 EIGE.HR@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 EIGE.HR@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 EIGE.HR@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

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