

Data protection notice on the workplace wellness and health programme BeWell@EIGE

Last updated: 16 April 2025

The European Institute for Gender Equality (EIGE) is committed to protect your personal data and to respect your privacy. EIGE collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

You will find information in this document pertaining to the processing of your personal data by EIGE. If, upon reading it, you still have questions, please contact us at:

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

EIGE's HR, EIGE.HR@eige.europa.eu

Purpose of processing

Personal data are processed to handle claims for reimbursement submitted by staff members for social and wellbeing initiatives adopted by EIGE. These measures aim to support staff's physical and mental health and wellbeing.

Your personal data will not be used for any automated decision-making including profiling.

Legal basis of processing

Processing is necessary to comply with legal obligations which are imposed to EIGE in the field of employment law¹, namely those arising from:

- Article 1e of the Staff Regulations; and
- Director's Decision No 342 adopting the workplace wellness and health programme of EIGE².

Types of personal data collected

The following personal data will be processed:

- Full name;

¹ Processing is, therefore, justified under Article 5(1)(b) of Regulation (EU) 2018/1725.

² As adopted 26 February 2025.



- Personnel number;
- Email address and other contact details; and
- Financial details (i.e., bank account information to which the reimbursement should be made).

Individuals who have access to the data

Access to your data will be given on a need-to-know basis to the following people:

- HR Officer,
- Payroll and Training Officer,
- Head of Unit,
- Director's Secretariat,
- Authorising Officer, and
- IT staff with administrator rights for the HR DMS workflows will be granted access.

No other third parties will have access to your personal data, except if required by law.

No transfers of personal data to third countries or international organisations (outside the EU/EEA) take place.

Retention policy

Data will be retained by HR for 10 years, after which it will be securely deleted.

Security of your personal data

EIGE has several security controls in place to protect your personal data. By way of example, EIGE keeps the data stored in computer systems with limited access to a specified audience only. Any subsequent amendments or corrections of these documents are inserted in this file and to the electronic version.

Your rights as data subject

Within the limits set by Regulation (EU) 2018/1725, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.

In order to exercise your rights, please contact EIGE.HR@eige.europa.eu whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, EIGE may refuse to act on it.

Other rights

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint](#) with the European Data Protection Supervisor.