

PRIVACY STATEMENT

for the processing operation of personal data related to leave management

1. INTRODUCTION

This Privacy Statement describes the measures taken to protect your personal data with regard to the action involving the present data processing operation and what rights you have as a data subject.

EDA protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data (Article 1.1 of Regulation No 2018/1725).

2. CONTROLLER OF THE PROCESSING OPERATION

European Defence Agency
Rue des Drapiers 17-23
B-1050 Brussels
www.eda.europa.eu

3. PURPOSE OF THE PROCESSING

The personal data are processed for the management of all entitlements for annual leave, special leave, sick leave and in general all the related working conditions of Temporary Agents (TAs), Contract Agents (CAs), Seconded National Experts (SNE) and Trainees at EDA.

4. DATA PROCESSED

Personal data processed:

- main employment and career data at EDA: start date of EDA employment, category/statuses, termination/end of contract with EDA, place of origin, age;
- documents containing personal data such as justification documents for various categories of specific leave, information on carry-over of not taken annual leave from the previous year;
- information on the EDA staff member's family situation, including the relationship to family members.

- sensitive data in the meaning of Article 10 of Regulation 2018/1725, namely health related data, including medical certificates, confirmation on treatment/medical appointments, medical data and health diagnosis information of the EDA staff members and of their relatives, including spouse, children, relatives in ascending line. The processing of medical personal data has been notified to the EDPS.

Information on political appointment and participation in elections of the EDA staff member.

Please be informed that should your medical certificate include medical information such as your diagnosis, you could erase this information from the medical certificate before submitting it to the HR Unit. However, please note that it is the responsibility of the postholder concerned to redact the medical certificate before submission to the HR Unit.

5. RECIPIENTS OF THE DATA

- The Line Manager of the data subject and his/her Head of Unit;
- his/her Director;
- the Chief Executive;
- the Deputy Chief Executive;

- the Corporate Services Director;
- the HR Unit;
- the Council Medical Service;
- the European Council Invalidity Committee;
- the EDA IT Unit (for support on the electronic management system);
- the EDA Internal Auditor;
- the College of Auditors;

- the European Ombudsman;
- the European Data Protection Supervisor;
- the Court of Justice of the European Union.

6. PROTECTION AND SAFEGUARDING OF THE DATA

Leave requests are stored in an electronic database. The data are kept in the Leave Management System with password protected. Medical certificates with no indication of medical diagnosis are stored in a locked cupboard with limited access to the HR Unit.

7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA

All staff members have access to the 1st stage of electronic leave workflow, in order to make a leave request. Staff members can consult their individual leave balance and entitlements via the electronic Leave Management System. The HR Unit has editing rights to the electronic Leave Management System. Data subjects can exercise their rights at any time by contacting the HR staff in charge. Justified requests for blocking and reassurance will be handled within 10 working days. Any request is to be sent to: hradmin@eda.europa.eu

8. TIME LIMIT FOR STORING DATA

Annual/Special and Sick leave requests are stored electronically in the leave management workflow on the EDA server. Medical certificates with no indication of the medical diagnosis are stored in a locked cupboard with restricted access to the HR Unit. Such data are kept for a period of 3 years. Additionally, the leave management tool is used to run several reports including statistics on sick and special leave and leave requests per directorates.

9. LEGAL BASIS FOR THE PROCESSING OPERATION

Article 5(a) of Regulation 2018/1725;
 Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency.

10. CONTACT DPO

In case you have any questions or queries concerning data protection at the European Defence Agency, you can also contact the Data Protection Officer at dataprotection@eda.europa.eu.

11. RECOURSE TO EDPS

As a data subject you have the right to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>) at edps@edps.europa.eu.

12. ADDITIONAL INFORMATION

More information on Data Protection at the European Defence Agency can be obtained on our public website <https://www.eda.europa.eu/Aboutus/how-we-work/data-protection>.