PRIVACY STATEMENT

In accordance with articles 15 and 16 of Regulation (EU) No. 2018/1725 of the European Parliament and of the Council of 23 October 2018

AUDITS OF ACCOUNTS

Key information

Controller

Pilvi Torsti, ETF Director (Pilvi.Torsti@etf.europa.eu)

Process Owner

Pilvi Torsti, ETF Director (Pilvi.Torsti@etf.europa.eu)

Joint Controllers

Not applicable

Processors

Auditing service provider contracted by the ETF

Data Protection Officer

Tiziana Ciccarone, Data Protection Officer (DataProtectionOfficer@etf.europa.eu)

Purpose of the processing

Audits may require access to personal data contained in documents, systems, from meetings or exchanges, as strictly necessary to assess the legality, regularity, effectiveness and efficiency of ETF operations in line with the objectives of the audit.

This may include, where relevant to the scope of the audit, limited data on staff member, data on contractors specifically related to procurement or financial management, or stakeholder contact details for targeted consultations.

As a rule, audit reports include aggregated data or non-identifiable information.

Legal Basis

The legal basis for the processing operations of personal data is:

- Article 70(6) of Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union (EU Financial Regulation);
- Article 13 and 17 of Regulation (EC) No 1339/2008 establishing a European Training Foundation (recast);
- ETF Financial Regulation 2019 (GB/19/DEC/008);
- Regulation (EU) 2018/1725 on the protection of personal data;
- ETF Performance Management and annexed ETF Performance Planning, Measurement and Reporting Policy.

Personal Data

Name, surname, contact details and any data handled within the scope of specific activities being audited may be processed, strictly limited to what is relevant for assessing compliance and effectiveness of internal controls/processes in relation to the audit objectives.

Recipients of the personal data

For the purpose detailed above, access to personal data may be provided to the following recipients:

Internal recipients: ETF Staff members involved in audits

External recipients: the ETF Governing Board, the ETF partner DGs (e.g. DG EMPL), the European Court of Auditors (ECA), the Internal Audit Service of the European Commission (IAS).

Further information

Data retention

The data collected is kept for 10 years after conclusion of the audit engagement.

The duration of 10 years is determined by the European Commission administrative retention period for internal control and other monitoring and risk management actions.

Right of access, rectification or erasure, restriction, objection

Data subjects may exercise their rights of access, rectification, erasure, restriction of processing or objection by submitting a written request to the process owners responsible for audits, via the following contacts: Cécile Beelaerts, Internal Control Coordinator (cecile.beelaerts@etf.europa.eu)

Alternatively, or in parallel, data subjects may contact the Data Protection Officer of the ETF: (DataProtectionOfficer@etf.europa.eu)

Requests should include sufficient information to identify the processing operation concerned and the nature of the request.

Right to lodge a complaint

Data subjects can lodge a complaint at any time on the processing of their personal data to the ETF Data Protection Officer (DataProtectionOfficer@etf.europa.eu) or to the European Data Protection Supervisor (http://www.edps.europa.eu).

Necessity of provision of data

The provision of personal data may be necessary to enable the performance of audits foreseen by the applicable legal framework. Where personal data is required, failure to provide such data may prevent or delay the completion of the audit. As a rule, only data strictly necessary for the stated purpose are processed.