

LEARNING & DEVELOPMENT

Key information

Controller

Cesare Onestini, Director of the ETF, Cesare.Onestini@etf.europa.eu

Business owner

Nadège Perrine, Head of Human Resources Unit, Nadège.Perrine@etf.europa.eu

Data protection officer

Tiziana Ciccarone / Laurens Rijken, [DataProtectionOfficer@etf.europa.eu](mailto>DataProtectionOfficer@etf.europa.eu)

Purpose of the processing

The purpose of the processing is to manage staff applications to learning and development activities approved by the Reporting Officer(s).

Legal basis

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

- Staff Regulations art. 24a on EU facilitating access to training for staff members to proper functioning of the service
- Decision of the ETF Governing Board on the Framework for Learning and Development at the ETF, ref. GB/18/DEC/005

Personal data

Personal data concerned are:

- Name, surname and e-mail address. For specific training courses, additional information might be needed (e.g. date and place of birth, fiscal code, private address).

Recipients of the personal data

For the purpose detailed above, access to personal data is provided to the following processing entities:

- Internal recipients are the L&D Officer(s), Managers, Director
- External recipients are the contractors organising/providing training. In the case of firefighting / first aid trainings, data are provided to local authorities for the inscription of data subjects in relevant registers.

Transfer to third countries/international organisations

Not applicable

Further information

Data retention

Until termination of service (with the exception of data transferred to external contractors which are kept for 3 years).

Right of access, rectification or erasure, restriction, objection

Any request to access, rectify or erase personal data, or to restrict or object to the processing of personal data shall be addressed in writing to the Head of Human Resources Unit, Learning&development@etf.europa.eu.

Right to withdraw consent

Not applicable

Right to lodge complaint

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

Necessity of provision of data

The provision of data is obligatory to participate to relevant training sessions.

Automated decision making

Not applicable