

AUDITS AND EVALUATIONS

Key information

Controller

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

Joint Controllers

The European Court of Auditors (ECA) and the Internal Audit Service of the European Commission (IAS)

These are institutional audit bodies for the European Commission and institutions, who perform on a regular basis compliance and system audits of transactions and/or processes of the ETF, for which purpose they can have access to any data in the ETF that they consider necessary.

Process owner

Manuela Prina, Head of Strategic Development Department ad interim, Manuela.Prina@etf.europa.eu

Data protection officer

DataProtectionOfficer@etf.europa.eu

Purpose of the processing

Auditors and evaluators require and/or collect staff personal data for and during interviews and meetings, and may also request aggregated time recording data (FTE) associated to the cost of the ETF Projects, to analyse the effectiveness and efficiency of ETF operations.

They also can require ETF stakeholders data for the purpose of targeted surveys as part of the assignment

They may also receive contractors personal data, when verifying that ETF revenue received by external entities, both private and public, and all expenditure incurred in approved ETF procurement actions has been administered in a lawful and regular manner with sound financial management:

Legal basis

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

- *Regulation (Ec) No 1339/2008 of the European Parliament and of the Council of 16 December 2008 establishing a European Training Foundation (recast), Article 24 Evaluation*
- *ETF Financial Regulation 2013 (GB/13/DEC/014 of 16/12/2013), Article 29 Principles of economy, efficiency and effectiveness/ Principle of sound financial Management, Article 46 Ex post controls, Article 82 Appointment and powers and duties of the internal auditor, and Article 111 On-the-spot checks by the Commission, the Court of Auditors and OLAF*

- *ETF Performance Management and annexed ETF Performance Planning, Measurement and Reporting Policy (ETF/17/DEC/005 of 26-04-2017)*

Personal data

Personal data processed depends on the type of data subjects:

- *staff members: name and surname, position and department, collected during interviews and meetings, and aggregated time recording data (FTE) associated to the cost of the ETF Projects,*
- *tenderers/contractors: name and surname,*
- *ETF stakeholders (contacts): name, surname, email address for the purpose of targeted surveys as part of the assignment.*

Recipients of the personal data

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

- *External auditors/evaluators, contracted by ETF*

Further information

Data retention

The data collected is kept for 7 years after conclusion of the audit/evaluation assignment

The duration of 7 years is determined by the European Commission Administrative retention period for Evaluation, internal control and other monitoring and risk management actions.

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 Strategic Development Department, Manuela.Prina@etf.europa.eu, giving details of the request.

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>).