

Issued December 2018

## PRIVATE TELEPHONE USE BILLING

### *Key information*

#### Controller

Cesare Onestini, Director of the ETF, [Cesare.Onestini@etf.europa.eu](mailto:Cesare.Onestini@etf.europa.eu)

#### Business owner

Michael Reiner, ICT Team Leader, [michael.reiner@etf.europa.eu](mailto:michael.reiner@etf.europa.eu)

#### Data protection officer

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

#### Purpose of the processing

The recovery of costs of private telephone calls from fixed office phones through deduction from monthly salary.

#### Legal basis

The legal basis for the processing operations of personal data is the Electronic Communication policy

#### Personal data

Personal data concerned are: Name, date, hour, duration, masked phone number called

#### Recipients of the personal data

For the purpose detailed above, access to personal data is provided to HR staff, for recovery of costs, to the ICT Service Desk for administration of the telephone system.

### *Further information*

#### Data retention

Data collected will be retained for six months.

#### Right of access, rectification or erasure, restriction, objection

Any request to access, rectify, erase personal data, or to restrict or object to the processing of personal data shall be addressed in writing to the the ICT Team Leader, [michael.reiner@etf.europa.eu](mailto:michael.reiner@etf.europa.eu).

Any request for correction of private calls shall be addressed in writing to the HR Unit contacting functional HR email (<mailto:Rights&obligations@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>).