

FACILITIES SERVICES INFORMATION SYSTEM

Key information

Controller

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

Business owner

Renata Vallome, ETF Security Officer and Facilities Coordinator, Renata.Vallome@etf.europa.eu

Data protection officer

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

Purpose of the processing

To provide, upon staff¹ request, support and maintenance services.

Legal basis

The legal basis for the processing operations of personal data is the ETF Building Security Policy (ETF/18/DEC/010).

Personal data

Personal data concerned are:

- Name, office number, office telephone number, office e-mail 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 ETF Facilities Team members, ETF Head of Resources & Services Department(back-up function);
- *External recipient* is the ETF Contractor for facility management.

Transfer to third countries/international organisations

Not applicable

Further information

Data retention

Data are kept for the duration of the employment/traineeship contract.

¹ Including interim workers, trainees and SNEs

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 ETF Security Officer and Facilities Coordinator, Ms Renata Vallome, Renata.Vallome@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 represents a requirement for the functioning of facilities services