

ALLEGRO HR MANAGEMENT SYSTEM

Key information

Controller

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

Business owner

Nadège Perrine, Head of HR Unit, Nadège.Perrine@etf.europa.eu

Data protection officer

Tiziana Ciccarone / Laurens Rijken, DataProtectionOfficer@etf.europa.eu

Purpose of the processing

To allow the sound management of ETF staff data related to contract, administrative career, determination of rights, working conditions, leave and absences, working time, learning & development and performance management.

Legal basis

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

- For data related to contract, administrative career and determination of rights: Art. 26 of Staff Regulations
- For data related to working conditions: ETF Governing Board Decision ref. GB/16/DEC/002 on part time, European Commission Decision ref. EC (C(2010)7572) on parental leave, European Commission Decision ref. EC (C(2010)7494) on family leave, ETF Governing Board Decision ref. GB/15/DEC/018 on unpaid leave
- For data related to leave and absences: ETF Governing Board Decision ref. GB/14/DEC/001 on leave, ETF Governing Board Decision ref. GB/06/DEC/002 on absences as a result of sickness or accident, ETF Governing Board Decision ref. GB/18/DEC/001 on teleworking, Director's Decision ref. ETF/17/DEC/004 on compensatory leave for exceptional work during ETF public holidays
- For data related to working time: ETF Governing Board Decision ref. GB/14/DEC/002 on Working Time applicable by analogy to ETF - C(2014) 2502
- For data related to learning & development, please refer to the relevant privacy statement
- For data related to performance management, please refer to the relevant privacy statement

Personal data

Personal data concerned are:

- Staff member: name, contact details, nationality, age, gender, place of residence, marital status, financial allowances paid by another source, salary slips and supporting documents linked to sick leave and special leave

- Spouse/recognised partner: name, nationality, age, gender, residence, income, administrative status vis-à-vis employer, details of the employer
- Dependent child/person/relative: name, nationality, age and gender

Recipients of the personal data

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

- Categories of ETF recipients of data: HR Unit, managers (only for data subjects for whom the managers hold a direct line management relationship) and the software development officer (only for technical issues related to the functioning of the Allegro software)
- Categories of external recipients of data: contractor's staff providing support for the functioning of the Allegro system

Transfer to third countries/international organisations

Not applicable

Further information

Data retention

Data collected will be retained for:

- 30 years after termination of service for data related to contract, administrative career, determination of rights, working conditions and salary slips
- 3 years for data related to leave and absences (including supporting documents linked to sick leave and special leave) and working time
- Until termination of service for data related to learning & development and performance management

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 Rights&obligations@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) or to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

Necessity of provision of data

The provision of data is necessary for the management of the processes detailed above.