

MANAGEMENT OF PERSONAL FILES

Key information

Controller

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

Process owner

Nadège Perrine, Head of HR 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 processing is to keep track of administrative status and all reports relating to the ability, efficiency and conduct of staff and any comment by the staff on such documents.

Legal basis

The legal basis for the processing operations of personal data is art. 26 of the Staff Regulations. In certain cases, also the Implementing provisions on engagement temporary staff Article 2(f) CEOS, ref. GB/15/DEC/009, Article 10 - Contract and transfer of the personal file apply.

Personal data

Personal data concerned are:

- Staff member: name, contact details, nationality, date of birth, gender, place of recruitment, place of residence, marital status, police record, fitness to work, military service, qualifications and employment history, skills and competences, financial allowances paid by another source, financial obligations towards third parties
- Spouse/recognised partner: name, nationality, date of birth, gender, residence, income, administrative status vis-à-vis employer, details of the employer
- Dependent child/person/relative: name, surname, nationality, date of birth and gender

Recipients of the personal data

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

- Within the ETF: HR Officers in charge
- In addition, your data may be provided to the following external entities:
 - To counterparts in other EU Institutions only upon agreement of the data subject

- In case the data subject successfully participated to an inter-agency job market, his/her personal file will be transferred to the recruiting Institution

Transfer to third countries/international organisations

Not applicable

Further information

Data retention

Data are kept for 30 years after termination of service, with the exception of criminal record (kept for 2 years after entry into service) and data related to the performance management (until the end of service).

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, npe@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 necessary for the creation and the management of personal files for the purpose detailed above.