

MANAGEMENT OF MEDICAL 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

Collecting health data for ETF staff for preventive and occupational medical purposes

Legal basis

Staff Regulations art. 26a on Medical file

Personal data

Name, age, gender, date of birth.

Recipients of the personal data

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

- Internal recipients are: nobody
- External recipients are: The ETF Medical Advisor is the only person authorised to access data contained in the medical file. If an invalidity procedure is launched, the medical file will be made available to the Invalidity Committee.
- Personal data can be transferred to counterparts in other EU Institutions, only upon agreement of the data subject. The request of transfer must be done by the medical service of the recruiting institution and must be addressed to the ETF Medical Advisor. The ETF Medical Advisor will send the medical file of the staff member concerned in a sealed envelope, via courier and addressed to the medical service of the recruiting institution.

Transfer to third countries/international organisations

Not applicable

Further information

Data retention

Data collected are kept for 30 years after termination 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 ETF Medical Advisor,
Medical.Advisor@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 medical files for the purpose detailed above.