

SPECIAL ID CARDS, EC LAISSEZ PASSER AND VAT EXEMPTIONS

Key information

Controller

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

Joint Controllers

DG HR, Italian Ministry of Foreign Affairs

ETF Business 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 provide ETF statutory staff with:

- EC (laissez passer) badges issued by the European Commission.
- Special ID cards and VAT exemptions issued by Italian Ministry of Foreign Affairs

Legal basis

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

- SLA with DG HR for EC badges
- Seat Agreement with the Italian Government for special ID cards and VAT exemptions (Law n.90 of 5 June 2012)

Personal data

Personal data concerned are:

- Staff member: name, contact details, nationality, birth date, gender, place of residence, marital status
- Spouse/recognised partner: name, nationality, birth date, gender, residence
- Dependent child/person/relative: name, nationality, birth date 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 is provided to external entities e.g. DG HR and/or as to Italian relevant authorities e.g. Italian Ministry of Foreign Affairs.

Transfer to third countries/international organisations

Not applicable

Further information

Data retention

Data collected will be retained for:

- 1 year after the payment of the debit note to DG HR for the application forms for the EC badges
- After termination of service for the application forms for special ID cards and VAT exemptions

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,

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](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 salaries, allowances and medical coverage, but optional for EC badges, special ID cards and VAT exemptions.