

## TRAVEL MANAGEMENT

### *Key information*

#### **Controller**

Cesare Onestini, Director of the ETF, [Cesare.Onestini@etf.europa.eu](mailto:Cesare.Onestini@etf.europa.eu)

#### **Business owner**

Henrik Faudel, Head of Administration Department [Henrik.Faudel@etf.europa.eu](mailto:Henrik.Faudel@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 data is:

- to arrange missions for ETF staff and Seconded National Experts, including travel, accommodation, interpretation, visa and the reimbursement of their costs;
- to request and obtain the ETF corporate credit card.

### **Legal basis**

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

- GB/18/DEC/003 – Decision of the ETF Governing Board on the adoption of implementing rules to the Staff Regulations – Guide to missions and authorised travel
- ETF/18/DEC/002 – Decision of the ETF Director on the use of taxis and private cars on mission – March 2018 issue

### **Personal data**

Personal data concerned are:

- For arrangement of missions: Name, e-mail address (optional data for the traveller profile: date of birth, gender and other voluntary provided details)
- For visa requests: passport details
- For corporate credit card requests: bank account number, ID details, ETF contract expiry date.

### **Recipients of the personal data**

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

- Within the ETF: staff's line manager and Authorising Officer (if different from line manager), Mission claim assessors and other actors in the financial circuit, ETF Security Officer, HR leave and absence manager, and ICT software technician for maintenance and technical support

- External entities: ETF travel agency, Corporate credit card company

## Transfer to third countries/international organisations

Not applicable

## *Further information*

### Data retention

Data collected will be retained for 7 years.

### 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 Head of Administration Department,

[Henrik.Faudel@etf.europa.eu](mailto:Henrik.Faudel@etf.europa.eu), giving details of the request.

### 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 travel management and for compliance with legal obligations incumbent on controller.

## *Further processing*

In addition to the above mentioned processing, personal data (restricted to e-mail address) may be used for customer satisfaction surveys, under the ETF authorisation/supervision, by the ETF travel agency.