

## STAFF RIGHTS ADMINISTRATION

### *Key information*

#### Controller

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

#### Joint Controllers

DG HR, PMO, JSIS ETF

#### Business owner

Nadège Perrine, Head of HR Unit, [Nadège.Perrine@etf.europa.eu](mailto: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 manage staff rights related to EC badges, salaries and allowances, medical coverage, in cooperation with the European Commission.

#### Legal basis

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

- SLA with PMO for salaries and allowances
- Art. 72 and 73 of the Staff Regulations for medical coverage

#### 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, financial obligations towards third parties
- 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:

- Within the ETF: HR Officers in charge.
- In addition, your data is provided to external entities i.e. counterparts in other EU Institutions such as DG HR, PMO,.

## 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 the salary instructions to PMO
- 1 year after the enrolment to JSIS for the application forms for the medical coverage

### 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](mailto: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.