

## SURVEY ERGONOMIC TELEWORKING

### *Key information*

#### Controller

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

#### Business owner

Eva Jimeno Sicilia, Head of Strategic and Resources Department, [Eva.Jimeno-Sicilia@etf.europa.eu](mailto:Eva.Jimeno-Sicilia@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 the personal data is to a) perform an individual assessment of the ergonomics of the teleworking situation of the staff member, and b) to be able to provide il tailored guidance on how to improve this situation.

#### Legal basis

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

- *ETF Director Decision of 17-07-2017: ETF Health and Safety Policy issue 3*
- *ETF Governing Board Decision GB/18/DEC/001 of 09-01-2018: Implementation of teleworking in the ETF*

#### Personal data

Personal data concerned are, for ETF staff and temporary workers: *Name, Department, Job title*

Provision of data is not obligatory, unless the responded would like to have a personalised follow-up.

#### Recipients of the personal data

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

- *The ETF Crisis Management Team members*
- *The ETF Facilities Team members*
- *The ETF ICT Team members*

#### Transfer to third countries/international organisations

Not applicable

## *Further information*

### Data retention

Personal data from the individual survey responses will be retained for 12 months after which they will be deleted.

Data may also be reported in aggregated form (at department level) and kept without any time constraints for statistical reasons.

### 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 Strategic and Resources Department, [Eva.Jimeno-Sicilia@etf.europa.eu](mailto:Eva.Jimeno-Sicilia@etf.europa.eu), giving details of the request.

### 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>).