

PREPARATION AND DELIVERY OF ADMINISTRATIVE ATTESTATIONS

Key information

Controller

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

Joint Controllers

Not applicable

Business owner

Cécile Beelaerts, Head of Resources Unit, Cécile.Beelaerts@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 and issue administrative attestations for various reasons (e.g. income, career, employment/secondment/traineeship, tax exemption, residence and fiscal residence, parking, conventions with medical centres) with information from personal file or other HR databases.

Legal basis

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

- Staff Regulations art. 26 on personal file

Personal data

Personal data concerned are:

- Staff member (including former staff)/Seconded National Expert/Trainee: name, contact details, nationality, passport or ID document details, date and place of birth, place of residence, marital status, job title, car plate, income
- Spouse/recognised partner: name
- Dependent child: name

Recipients of the personal data

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

- HR Officers in charge

Transfer to third countries/international organisations

Not applicable

Further information

Data retention

The ETF does not keep a copy of the provided attestations nor maintain a trace of the requests for attestations.

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 Resources Unit, Rights&obligations@etf.europa.eu.

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 preparing and issuing administrative attestations.