



Issued November 2023

## STAFF TRAINING BY EXTERNAL PROVIDER

### Key information

#### Controller

The Director of the ETF ([director@etf.europa.eu](mailto:director@etf.europa.eu)).

#### Business owner

Cecile Beelaerts Head of Resources unit, [cecile.beelaerts@etf.europa.eu](mailto:cecile.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 the processing is to allow training providers to organise training for staff members and to produce training certificates where appropriate taking into consideration Italian national and regional legal requirements (in particular concerning obligatory training of ETF Fire and Safety Team members).

#### Legal basis

For the obligatory training of ETF Fire and Safety Team members, the legal basis for the processing operations of personal data is the ETF Health and Safety Policy (ETF/16/DEC/007), and the Italian Legislative Decree 81/2008 and relative implementation agreements between the Italian State and the Regions.

#### Personal data

Personal data concerned are:

- *Name and email address of training participants (to produce certificates and to send certificates directly to the participants by the training provider).*

In the case of obligatory training of ETF Fire and Safety Team members

- *Fiscal code, and implicitly gender, birth date and birth place (in order to ensure to make the person identified and unique, excluding a priori cases of homonymy).*

#### Recipients of the personal data

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

- *The ETF Learning & Development Coordinator*
- *The contracted training provider.*

## **Further information**

### **Data retention**

Personal data collected by the ETF Learning & Development Coordinator will be retained until termination of service of the staff member. (see also Privacy statement ETF/DPR/01 Learning and development).

Personal data collected by the training provider will be retained until conclusion of the training and production of training certificates,

For obligatory training of the ETF Fire and Safety Team members, personal data collected by the training provider will be retained for 10 years from the completion of the course (State-Regions Agreement 7/7/2016 at point 11).

### **Right of access, rectification or erasure, restriction, objection**

Any request to access, rectify or erase personal data, or to restrict or object or withdraw consent to the processing of personal data shall be addressed in writing to

[Learning&development@etf.europa.eu](mailto:Learning&development@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 ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).