

Privacy statement for EUI Staff Committee Activities

(Last updated: 25 Jan 2016)

1. Description of the processing operation and Data Controller

The Staff Committee (SC) of the European University Institute (EUI), represents the interests of the staff vis-à-vis the Institute and maintains continuous contact between the Institute and the staff.

It processes personal data by:

- Listing and maintaining contact details of its members and relevant contact persons;
- Dealing with individual requests and complaints regarding the application of the Staff Regulations / CEOS and other relevant instruments;
- Bringing to the notice of the competent bodies of the Institute any issue with general implications on the interpretation and application of the Staff Regulations;
- Submitting improvement suggestions to the competent bodies of the Institute;
- Organizing, managing and supervising social welfare bodies.

The Data Controller, overall responsible for the processing of personal data is Mr. Michael Goerke, President of Staff Committee of the EUI.

2. What personal data does the EUI collect, for what purpose and how?

Personal data that we collect

Depending on the context of processing, the following may be collected: names, function, grade, contact details, CV, nationality, information from evaluation/appraisal/promotion reports, medical records, photos, etc.

Purpose of processing of your data

The purpose of processing your personal data is to enable the Staff Committee of the EUI to implement its mandate and to carry out its functions, as laid down in the Staff Regulations.

How do we collect and further process your data?

Data may be collected both manually and/or electronically. Then it is stored at:

- The functional mailbox
- In an e-file
- In a paper file

Documents and e-mails containing personal data are stored only where needed.

3. Who has access to your information and to whom is it disclosed?

Data can be accessed only by Staff Committee members and alternates, if any.

The Staff Committee is bound to ensure the confidentiality of the communications received from the staff vis-à-vis the Institute. In particular, the views of the staff are conveyed to the management only with your consent and on a no name basis, so as to exclude the direct identification of the persons concerned.

4. How do we protect and safeguard your information?

The security of the personal data is safeguarded through adequate technical and organisational security measures in compliance with Article 10 (Confidentiality & Security) of the President's Decision No. 40 of 27 August 2013 regarding Data Protection at the EUI.

Technical measures to ensure level of security appropriate to the risks represented by the processing and the nature of the personal data to be processed and to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration, and to prevent all other unlawful forms of processing.

Organizational measures to ensure level of security appropriate to the risks represented and to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration, and to prevent all other unlawful forms of processing.

For electronic information, usual User IDs and passwords are being used. Only designated staff has the possibility to access the data kept for the purpose of administrative or financial process.

For hardcopy documentation, limited number of staff having access to cupboards; the storage offices are always locked when unattended.

E-mails and documents are archived in e-files and/or paper files, only when necessary. Recollection of such correspondence is not needed in all cases. Therefore, personal communications are not saved or archived in the case file, unless a specific need exists.

Personal information including CVs, other supporting documents and records is kept under protected folder with limited access to the assigned members of the Staff Committee.

In case of processing personal data that contains **sensitive information** such as health or evaluation related files, it is handled with the necessary care and is not intended to be disclosed or shared with third parties without the explicit consent of the data subject.

Confidentiality declarations are foreseen to be signed by relevant Staff Committee members.

5. How long do we keep your data?

If transmitted by e-mail, the personal information is stored in the functional mailbox of the Staff Committee, the e-file and/or the paper file **for the maximum period of the duration of the appointed Staff Committee plus one year**. After this period, the SC subsequently in charge should delete the related data.

6. What rights do you have with regard to your personal data and how can you exercise them?

You have the right to **access** your personal data and the right to **correct** any inaccurate or incomplete personal data, as well as to request the **removal** of unlawful personal data.

In case of request of removal of your personal data, any information to contact you may be lost.

You can exercise your rights by sending an e-mail to the EUI Staff Committee functional mailbox: CDP@eui.eu.

7. Right of recourse

You have the right to have **recourse** to the Data Controller with simultaneous notification to the EUI's Data Protection Officer [Data_Protection_Officer@EUI.eu] if you consider that your rights under EUI President's Decision n° 40/2013 or n° 11/2014 have been infringed as a result of the processing of your personal data by the EUI.