

PRIVACY NOTICE-

Appeals pursuant to Article 90 Staff Regulations¹

The European Institute for Gender Equality (EIGE) informs you about processing your personal data in compliance with Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Purpose of processing of personal data

The purpose of this processing operation is the management of requests under Article 90(1): Agency staff may ask the Director to take a decision concerning him/her, and/or complaints under Article 90(2): Agency staff may lodge a complaint against a decision which they consider prejudicial.

Legal basis

I. Regulation EU 2018/1725, in particular Article 5(a);

II. Establishment Regulation of EIGE (EC) No 1922/2006;

III. Article 90 of the Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union.

Lawfulness of processing

We process your personal data based on Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. The following information is provided as established in Articles 15 and 16 of Regulation (EU) 2018/1725.

Data categories

I. Personal data collected and further processed are, in particular:

- Identification data
- Pers. /Pension No
- Assignment
- Office address & Telephone
- Private address if retired
- Email address
- Short description or subject of the request or complaint
- Act which is the subject of the complaint (Not for requests for a decision)

¹ In line with EIGE Director's Decision Nr.253 of 28 June 2022 on the Internal rules for restrictions under Article 25 of Regulation (EU) 2018/1725

II. These are mandatory data for the purpose(s) outline below.

Data Controller

EIGE is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity. The Data Controller is primarily the Human Resources Officer, supervised by the Head of Administration.

Access and storage of the data

Recipients of the data are the designated appointing authority, the Director, staff members to whom the appointing authority has delegated responsibility (HR officer), and in case of transfer to another Institution, the official in charge of personal files in this Institution.

Officials of OLAF, IAS and the Court of Auditors can be recipients of data upon request and limited to what is necessary for official investigations or for audit purposes. The Agency has several security controls in place to protect personal data from unauthorised access, use or disclosure. EIGE keeps the data stored on computer systems with limited access to a specified audience only. EIGE does not intend to share data with Third Countries/International Organisations.

Date when processing starts

Date of the submission of the request and/or the complaint.

Retention policy

For a maximum of 5 years from the closure of the case.

The data subject has specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725

Right to access data – data subjects have the right to access data at any time by sending an email request to EIGE.HR@eige.europa.eu.

Right to rectify – data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data.

Right to restrict – data subjects have the right to restrict the processing at any moment by sending an email request to EIGE.HR@eige.europa.eu; and the right to be informed before personal data are disclosed for the first time to third parties or before they are used on their behalf for the purposes of direct marketing.

Right to erasure – data subjects have the right to obtain from the controller the erasure of data if their processing is unlawful by sending an e-mail to EIGE.HR@eige.europa.eu.

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Data Protection Officer or to the Data Controller of EIGE by contacting information at dpo@eige.europa.eu .

Other rights – Where applicable, you also have the right to object to the processing or the right to data portability. You have the right to object to the processing of your

personal data, which is lawfully carried out pursuant to Article 5 (1)(a) on legitimate compelling grounds by sending an e-mail to dpo@eige.europa.eu .

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor:

Website: <http://www.edps.europa.eu>

Email: edps@edps.europa.eu

Data subjects' rights can be restricted only in the cases foreseen in Article 25 of Regulation (EU) 2018/1725.

Contact information

EIGE's Data Protection Officer, e-mail dpo@eige.europa.eu

EIGE HR, e-mail EIGE.HR@eige.europa.eu