



Data Protection Notice on financial assistance for disabled persons

This Data Protection Notice describes the measures taken to protect your personal data with regard to the action involving the present data processing operation and what rights you have as a data subject.

European Health and Digital Executive Agency (HaDEA or Agency) protects the fundamental rights and freedoms of natural persons and in particular your right to privacy and the protection of your personal data.

Your personal data are processed in accordance with Regulation (EU) No 2018/1725¹ on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

Who is the data controller?

The data controller of the processing operation is Head of Unit Staff, Communication and Support of the HaDEA.

The following **entities process** your personal data on our behalf: the Head of Unit PMO1 and Head of Unit of the Medical Services are identified as processors (PMO1 for fixing the rights PMO-01-SALARIES@ec.europa.eu and Medical Services for assessing the medical file hr-bxl-employee-assistance@ec.europa.eu).

Which is the legal basis for processing your personal data?

The legal basis for the processing activities is Article 5(1)(b) of Regulation (EU) No 2018/1725 because processing is necessary for compliance with a legal obligation to which the controller is subject and in particular Article 30 and 98 of the CEOS².

What is the purpose(s) of this processing activity?

The purpose(s) of this processing is to assess your application related to the financial assistance for disabled persons.

Which personal data is collected?

The following of your personal data are collected: Name, staff number, address, e-mail; amounts of all types of income, allocations and expenses as well as the amount of the financial aid granted, bank account number, medical opinions of medical officer from the Medical Services, reports and certificates; family composition and changes in family circumstances; social workers reports, school reports.

HaDEA staff must provide all applicable information. Failure to do so may cause the aid to be refused. HaDEA HR Sector may ask for further information (income or reimbursement of medical expenses) from the Office for the Payment and Administration of Individual Entitlements (PMO).

The collection of these data are **mandatory** for the purpose(s) outline above.

Who has access to the personal data of data subjects and to whom can they be disclosed?

¹ 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 (OJ L295/39 of 21.11.2018).

² Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community as last amended by Commission Decision 2020/C 428/10.

The recipients of your personal data will be the HaDEA HR staff, Head of Unit Staff, Communication and Support, Head of Sector People (HR), JSIS, EC Medical Services, HaDEA Financial Support and Control unit, Head of Department Finance & Resources and HaDEA Director as Appointing Authority and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, European Court of Auditors, European Anti-fraud Office (OLAF), EPPO).

Your personal data will be transferred to the medical officers in the settlements office of the PMO and the Commission's medical service for a medical opinion. The information concerning the financial data can be transferred to the PMO for verification purposes. The data that is required to verify the payments (decisions to grant aid, proofs of expenses) is transmitted to the PMO or to HaDEA Unit Staff, Communication and Support and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, Court of Auditors, European Anti-fraud Office (OLAF)).

Your personal data **will not be transferred** to third countries or international organisations.

The processing of your data will **not include automated decision-making** (such as profiling).

How long do we keep your personal data?

Your personal data will be kept for a maximum period of 36 months from HaDEA Decision to grant the financial aid and up to and for a maximum of 3 years after the death of the person concerned (person eligible to receive financial aid). For the reasons of continuity of financial aids and their links to the family's situation (e.g. income of the household), the data concerning members of the same family will be treated as belonging to the same file that may limit an individual's rights to block or erase the data. Data will be manually deleted at the end of this period.

What are your rights regarding your personal data?

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request a restriction of or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

Restrictions in particular for the right to information, modification or cancellation in accordance with Article 25 of Regulation (EU) No 2018/1725 will apply in case of pre/investigations for irregularities or anti-fraud in order not to jeopardize potential investigations.

If you have **any queries** concerning the processing of your personal data, you may address them to Head of Unit Staff, Communication and Support (entity acting as data controller) via hadea-people@ec.europa.eu or to HaDEA Data Protection Officer at HADEA-DPO@ec.europa.eu.

You shall have right of recourse to the European Data Protection Supervisor at <https://edps.europa.eu>.

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