



EUROPEAN COMMISSION

European Health and Digital Executive Agency (HaDEA)

Data Protection Notice for Management of Learning and Development activities

The European Health and Digital Executive Agency (HaDEA) processes your personal data¹ in line with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018²](#) on the protection of personal data by the European Union's institutions, bodies and agencies and on the free movement of such data.

What is the purpose of this processing activity?

The purpose of this processing is to provide training and development activities to HaDEA staff. In some cases, providing evidence of participation in training to HaDEA People Development Team is necessary to ensure that staff follows training required for the proper fulfilment of their tasks or for which a financial contribution is requested. Specifically, the HaDEA People Development Team uses an internal IT Tool to search information from EULearn about staff members that have (not) attended (mandatory) trainings and follow-up with them.

Moreover, newsletters related to Learning and Development (L&D) activities are sent to HaDEA staff using the Newsroom IT tool owned by the European Commission Directorate-General for Communications Networks, Content and Technology (DG CONNECT) (see more information on how personal data is processed via Newsroom [here](#)).

Training is a key concept according to the European Commission Internal Control Standards (ICS) 4 – Staff Evaluation and Development. Every year training priorities are developed based on the multi-annual Inter-Executive Agencies HR Strategy. These priorities depend on the core tasks of the Agency, the needs expressed by management and staff and, if applicable, by recommendations of central services. The Inter-Executive Agencies HR Strategy serves as a tool for both management and staff to ensure that the staff development is in line with the needs for fulfilment of the overall mission of the Agency, but also with individual staff career development.

Training courses are managed through the Commission tool [EU Learn](#) (see the privacy policy statement at <https://eulearn.europa.eu/ilp/pages/internal-dashboard.jsf?menuId=54308996#/?dashboardId=805652>).

In case of external training, at the request of the data subject, the personal data are managed through paper documents or scanned versions of these, which can be sent by e-mail.

¹ **Personal data** shall mean any information relating to an identified or identifiable natural person ('data subject').

An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

² 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).

Who is the data controller?

The data controller of the processing operation is Head of Unit C.3 Staff, Communication and Support of HaDEA.

The following **entities process** your personal data on our behalf:

1. The European Commission Directorate-General for Human Resources Unit HR.C.4- Learning & Development, who provides L&D infrastructure and services, including EU Learn IT learning management system and external L&D procurement.
2. DG CONNECT, Unit D.4., which owns and operates Newsroom.
3. External services providers who may be engaged for certain specialized or external training activities, based on dedicated contracts.

Which personal data is collected?

The following of your personal data are collected via EU Learn and/or paper files:

Staff members:

- First name;
- Last name;
- E-mail address;
- Login name;
- Institution/Agency;
- Department/Unit/Sector;
- Type of post;
- Gender;
- Name of line manager;
- Grade;
- Status of participation (present, absent, withdrawn, etc. – where applicable);
- Bank account number, bank name and address (in exceptional circumstances for external training when they need to be reimbursed – not stored under EU learn);
- Invoice date and registration fees (only for external training);
- Proof of attendance (for external training, where applicable);
- Participation in learning activities (learning history);
- Test scores;
- Skills and skill levels acquired through the learning activities.

Your e-mail address is processed in order to send you the HaDEA Learning & Development Bulletin.

Trainers:

- First name;
- Last name;

- Email address;
- Telephone number;
- Address (if a freelance trainer contracted via procurement, to whom documents need to be sent in order to be signed);
- Bank account number (in exceptional circumstances when they need to be reimbursed for their services).

As regards the internal IT search tool for trainings participation, the following categories of personal data are processed:

- First name;
- Last name;
- Department/Unit/Sector;
- Type of post and job title;
- Grade;
- Start date of the staff member's contract;
- Name and date of the training.

Health-related categories of data: For the preparation of catering of team building events, HaDEA People Development Team may ask the concerned unit to provide information on food allergies and other dietary restrictions (vegetarian, vegan, etc.). The purpose is to provide numbers of each condition to the catering contractor. Only the numbers of staff members concerned by diet constraint situation, but not their names, are communicated to the HaDEA People Development Team and contractor.

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

The recipients of your personal data will be:

A. WITHIN THE AGENCY:

- HaDEA People Development Team authorised staff in charge of L&D activities;
- HaDEA Appointing Authority (the Director of the Agency);
- HaDEA Head of Unit/Head of Sector of the persons concerned;
- Course managers;
- HaDEA and Commission staff in case you publish your training courses in 'Who is Who' on the HaDEA intranet.

As regards the internal IT search tool for trainings participation, HaDEA People Development Team authorised staff in charge of L&D activities.

B. OUTSIDE THE AGENCY?

- On a need-to-know basis and in line with the data minimisation principle, personal data of participants to L&D activities may be shared with HaDEA contractors or external training providers for purposes related to participation to L&D activities;
- European Commission staff in charge of L&D activities;
- European Commission staff (DG CONNECT) operating Newsroom;

- On a need-to-know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. EC internal audit, Court of Auditors, European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor (EDPS), the European Public Prosecutor).

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

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

Which is the legal basis for processing your personal data?

We process your personal data on the basis of Article 5(1)(a) of Regulation 2018/1725, because processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body. To the extent that processing of personal data is based on your consent, such processing is lawful also under Article 5(1)(d) of Regulation 2018/1725.

The legal bases for the processing activities are the following:

- Article 24a of the Staff Regulations (SR) and articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union (CEOS)³;
- Communication to the Commission on Learning and Development Strategy of the European Commission of 24/6/2016⁴;
- Steering Committee Decision of 26 February 2021⁵ on the application by analogy of Commission Decision C(2016)3828 of 24/06/2016 on the implementation of the learning and development strategy of the European Commission.

How long do we keep your personal data?

Your personal data will be kept as follows:

1) All training records are kept for the duration of the staff member's career and for 5 years after the staff member leaves the employment, as per the privacy policy of EU Learn.

Certain personal data need to be conserved for a longer period if they are related to ongoing rights and obligations, i.e. certification of participation in a training course.

This is particularly important for training activities that have an impact on the career path of the staff member, i.e., for language training connected to Article 45(2) of the Staff Regulations (proficiency in a third language before promotion) and for training of a compulsory or pre-requisite nature.

³ Staff Regulations of Officials of the European Union (hereinafter ‘Staff Regulations’) and Conditions of Employment of Other Servants of the European Union (hereinafter ‘CEOS’), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p. 15.

⁴ Ref. number: C(2016)3829.

⁵ Ref. number: SC01(2021)06.

- 2) Presence lists of the training actions that are completed are kept in digital or paper form for the periods determined under the Financial Regulations as a justification document for the payment of the external contractor's invoices, which is until the end of the year after which the training took place. After that period the presence lists are destroyed.
- 3) Evaluations of the training actions and the trainers are kept according to the duration of the framework contract with the external contractors (maximum 5 years).
- 4) As regards the internal IT search tool for trainings participation, the retention period is 24 hours, after which personal data is automatically deleted.

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 personal data is inaccurate or incomplete; where applicable, you have the right to request restriction 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**.

If you have **any queries** concerning the processing of your personal data, you may address them to Head of Unit C.3 (entity acting as data controller) via mail to HaDEA-People-Development@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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