



Data Protection Notice for claiming the double dependent child allowance

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;

[Article 67 and 68 of the Staff regulations;](#)

[Article 2, section 1, Annex VII of Staff Regulations;](#)

[GIP on family allowances;](#)

[GIP on persons to be treated as dependent children;](#)

[Internal Commission Directive on persons to be treated as dependent children;](#)

[Internal Commission Directive on actual maintenance;](#)

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

The purpose(s) of this processing is to assess your application to define your entitlements to the double dependent allowance.

Which personal data is collected?

The **following of your personal data are collected**: staff number, first name, last name, title, date of birth, ID number, function, professional or personal e-mail address, phone number, diagnosis from the staff member's private doctor and description of the diseases/handicap. It has to be noted that HaDEA HR staff will not have access to these medical data as they are provided to PMO via a sealed envelope. These data are **mandatory** for the purpose(s) outline above.

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).

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 HaDEA HR staff (your administrative data only), PMO1 and the Commission's medical service for a medical opinion 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), EPPO).

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 the Appointing Authority's Decision. 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) 2018/1725 may 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 of the HaDEA (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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