



Data Protection Notice

for managing payments of salaries and individual financial entitlements

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 **entity processes** your personal data on our behalf: Head of Unit PMO - PMO-01-salaries@ec.europa.eu, based on the SLA with the PMO.

Which is the legal basis for processing your personal data?

The legal basis for the processing activities are:

Article 5(1)(a) of Regulation (EU) N° 2018/1725 because processing is necessary for the management and functioning of the Union Institutions or bodies (Recital (22) of Regulation (EU) N° 2018/1725)

Article 5(1)(b) of Regulation (EU) N° 2018/1725 because processing is necessary to comply with a legal obligation to which the controller is subject based on Title V and Annex VII of the Staff Regulations and CEOS² as well as the derived [General Implementing Provisions](#) and Title II Chapter 5 and Title IV Chapter 7 of CEOS.

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

The purpose of this processing is to calculate and execute the payment of salaries and individual financial entitlement of the Agency staff.

Which personal data is collected?

The following of your personal data are collected:

- Personal details (Forename, Surname, NUP (numéro unique de paie), personnel number);
- Entry into service – determination of entitlements under the staff regulations;
- Financial Identification form;
- Legal Entity form;
- Request to change the place of origin / request for revision of the place of origin in the

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.

framework of a termination of service;

- Birth certificate;
- Marriage certificate / divorce /legal separation /maintenance judgements;
- Household allowance;
- Birth certificate of children / dependent family members;
- Children education allowances;
- Maternity / paternity /parental/part-time leaves (the related procedure is covered in the notification on leaves and absences);
- Travel expenses: taking up duty/end of service;
- Removal taking up duty/ end of service;
- Installation / resettlement allowance;
- Daily subsistence allowance: any proof of leaving costs in Brussels, example : a rent agreement;.
- Legal decision impacting the salary: salary seizure notification by a financial institution/court decision informing the Agency that one of its agents has a debt and part of his/her salary shall be seized.

All personal 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?

The recipients of your personal data will be the authorised HaDEA HR staff, HaDEA Financial Support and Control unit, Head of Department Finance & Resources, Head of Unit Staff, Communication and Support, Head of Sector People (HR), the Agency Accountant, PMO, HaDEA Legal Sector and Agency's Director as Appointing Authority 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 **7 years** from the end of service. Data will be 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 cancelation 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 C.3 (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>.