



Data Protection Notice
for financial contribution scheme for HADEA staff members commuting by bicycle
to and from work

Your personal data is 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 the Head of Unit Staff, Communication and Support .

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) 2018/1725 because the processing is necessary for compliance with a legal obligation to which the controller is subject and in particular the Decision of the HADEA Director of 25.05.2021² setting out a financial contribution scheme to HADEA staff members commuting by bicycle to and from work.

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

The purpose of this processing is to be able to refund staff members who are eligible for the scheme.

Which personal data is collected?

The following of your personal data are collected: name, surname, per ID, personal number, personal address, unpaid leaves periods, parental leaves/family leaves periods (used for the calculation of the reimbursement), bank account numbers are **mandatory** for the purpose(s) outline above. The personal address will be retrieved automatically from SYSPER.

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 competent persons in the HADEA HR People Sector and the Finance unit 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).

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 Ares: hadea.c.3(2021)3769923

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 **60** months from the date of eligibility to the scheme – data from non-eligible staff data will be deleted. 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 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 the HADEA Head of Unit Staff, Communication and Support (entity acting as data controller) via: HaDEA-people@ec.europa.eu.

You shall have right of recourse at any time to the HADEA Data Protection Officer at HADEA-DPO@ec.europa.eu and to the European Data Protection Supervisor at <https://edps.europa.eu>.