



Data Protection Notice

for managing the obligatory records of meeting participants in the context of COVID-19

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 will process your personal data on our behalf: European Commission – Directorate-General for Human Resources and Security (HR) - [HR- DATA-PROTECTION-COORDINATOR@ec.europa.eu](mailto:HR-DATA-PROTECTION-COORDINATOR@ec.europa.eu) and the Directorate-General for Interpretation (SCIC) - scic-data-protection-coordinator@ec.europa.eu.

Which is the legal basis for processing your personal data?

The legal basis for the processing operation are Article 5(1)(a) of Regulation (EU) 2018/1728 because the 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) 2018/1725 because processing is necessary for compliance with a **legal obligation** to which the controller is subject and in particular Article 1e(2) of the Staff Regulations related to working conditions and health of the EU staff² and Article 5(1)(e) of Regulation (EU) 2018/1725 because the processing is necessary in order to protect the **vital interests** of the data subject or of another natural person

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

The purposes of this processing operation are to record and identify participants for all meetings organised by HaDEA. This applies to internal meetings, meetings with external participants, stakeholders' meetings, conferences, etc. on HaDEA or Commission premises as well as on external venues. The aim is to register participants to meetings centrally, to identify them in case an infection occurs and to take all necessary measures to protect their health.

Which personal data is collected?

The following of your personal data are collected: names/first names, e-mail & phone numbers of participants. These data are **mandatory** for the purposes 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 HaDEA Director, Head of Department C, Head of

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.

Unit C3, Head of Sector C.3.1, relevant authorised staff of HaDEA People Sector and of relevant Commission services (i.e. SG, DG HR, SCIC) 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 **2 months** from the date of the meeting as declared in the registry. 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 cancellation in accordance with Article 25 of Regulation (EU) No 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, Head of Sector People (HR) (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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