



Data Protection Notice for HaDEA intranet

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.

Description and purpose of the processing activity

The primary purpose of MyIC is to provide an intranet platform for the active staff and service-providers of the European Commission and its Executive Agencies, including social networking and collaboration tools. With its personalised access to information and systems, its objective is to foster staff engagement, satisfaction and productivity.

MyIC users share the same start page, delivering the latest corporate information and tools, while, based on personalisation, they easily access the local information and tools of their DG or service.

Beside its intranet function for the active staff and service-providers of the European Commission and its Executive Agencies (Population-1), MyIC is also, partly, accessible to the active staff of other EU institutions/agencies/bodies/joint-undertakings (Population-2), and to the retirees of the EU civil service and other beneficiaries of its pension/health schemes (Population-3). Population-2 and Population-3 enjoy a more basic profiling (simply for access rights management) than Population-1 but all three are subject of personal data processing. My IntraComm social features are restricted to Population-1.

All users are authenticated, not only to achieve various access rights but also to personalise their experience in MyIC.

MyIC host published content (news, pages, documents, images, videos) and draft/working documents in collaborative sites shared at the level of an organisational entity (DG, Directorate, unit,...) or in a horizontal group of colleagues from various entities and from the 3 populations of users (described 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).

MyIC's top level hosts "Commission en direct", the online news service that took over from the previous printed media in 2017: Commission en direct articles, including their images and videos, are part the historical content of the institution and archived as such.

The purpose of this processing is to enhance the level of support provided by HaDEA's intranet to all the Agency staff. It improves internal communication and staff visibility within the Agency. The intranet can be used to identify colleagues, find out their post assignments, tasks and location. In specific situations photo and video publication allows for quicker and more effective description of tasks whose verbal explanation would prove more difficult.

Who is the 'data controller'?

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

Joint controller: N/A

European Commission:

- **DG DIGIT (DIGIT-SYSPER2@ec.europa.eu) manages the Sysper IT tool.**

What personal data is collected?

1. **Section "Who's who"**, structured in units, contains photos of staff (if they activate the option in Sysper) and professional information. The section "Who's who" contains only information already available in other official sources and accessible without restriction to all HaDEA, Commission and Executive Agencies staff. The decision to have or not to have a photo on the "Who is Who" is personal. Staff can upload or remove their photo via Sysper. If a staff member wants his/her photo not to be published on the "Who's who", it is automatically replaced by a generic image.

2. Photos, audio recordings and videos from events (e.g. team buildings, away days) available for a limited amount of time.

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 active officials, trainees, seconded national experts, in house service providers and interim staff from HaDEA, Commission and Executive Agencies.

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

Where did we get your personal data?

- From you.
- From Sysper.

Which is the legal basis for processing your personal data?

The legal basis for the processing activities is:

- **Article 5(a) of Regulation EU 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);

How long do we keep your data?

1. Data category "Who's who"

Retention period: As long as the staff member has an active profile in Sysper and works in HaDEA.

2. Data category Photos, audio recordings and videos from events

Retention period: Published after the event has taken place, stored for 6 months and then removed.

Staff events - the time-limit to perform update / deletion is 20 working days after receiving a request. More days may be needed for video post-editing.

What are your rights and how can you exercise them?

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 or wish to exercise any of the rights described above, you contact the Head of Unit C.3 – Staff, Communication and Support of the HaDEA (entity acting as data controller) via HaDEA-COMMUNICATION@ec.europa.eu and HaDEA DPO HADEA-DPO@ec.europa.eu

You shall have right of recourse at any time to the European Data Protection Supervisor at EDPS@edps.europa.eu.

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