



## **Data Protection Notice for Staff Committee elections and Staff Committee establishment**

The European Health and Digital Executive Agency (HaDEA) processes your personal data<sup>1</sup> in line with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018](#)<sup>2</sup> on the protection of personal data by the European Union's institutions, bodies and agencies and on the free movement of such data.

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

**The purpose(s)** is to organise the Staff Committee elections . It covers the set up of the Election committee, the performance of the election campaign, the voting process and the set-up of the staff committee members list.

### **Who is the data controller?**

The data controller of the processing operation is the Head of Unit C3 of the European Health and Digital Executive Agency (HaDEA).

### **Which personal data is collected?**

The following of your personal data are collected:

- For the members of the Election Committee and of the appointed Staff Committee:
- First name (mandatory)
- Last name (mandatory)
- Type of contract [Temporary Agents (TA), Contracts Agents (CA)] (mandatory)
- Role in the respective committee (e.g. chairperson, member) (mandatory)
  - Data processed for all Agency staff participating in the elections for a Staff Committee, who meet the conditions to stand for these elections (candidates and alternate candidates):
  - First name (mandatory)
  - Last name (mandatory)
  - Type of contract [Temporary Agents (TA), Contracts Agents (CA)] (mandatory)
  - Grade (not mandatory)
  - Motivation and priorities to address as a candidate

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<sup>1</sup> **Personal data** shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

<sup>2</sup> 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).

- Data processed<sup>3</sup> only for the staff members that meet the conditions to vote for a Staff Committee:
- First name (mandatory)
- Last name (mandatory)
- Type of contract [Temporary Agents (TA), Contracts Agents (CA)] (mandatory)
  - In order to facilitate their campaign, candidates may provide (on their own initiative) information on the following:
- Photo (not mandatory)
- Unit (not mandatory)
- Function (not mandatory)
- Background or profile (not mandatory)

### **Who has access to the personal data of data subjects and to whom can they be disclosed?**

**The recipients** of the personal data will be

For the elections campaign: HaDEA's staff

The electoral roll and the lists of eligible candidates will be published on the intranet and thus available to all staff of the Agency and to other European Institutions having access to this intranet.

For the voting process: the Elections' Committee and C3.1 Staff managing the elections process.

Candidates' data, as listed above, are processed by the HADEA Election Committee in order to establish a list containing all eligible candidatures. Data may be processed by the Director of the Agency (outcome of the election, etc.) and the HR Sector (i.e. technical support, etc.).

For the establishment of the Staff committee:

The results of the elections will be published on the HaDEA Intranet thus they will be available to all staff of EU Institutions and bodies that have access to HADEA Intranet.

In case of audits or proceedings, etc., HaDEA legal sector, HADEA DPO, Internal control and Anti-fraud Sector; Head of Department C and Director may have access to personal data.

### **Which is the legal basis for processing your personal data?**

**The legal basis** for the processing activities is/are:

- Article 5(1)(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)<sup>4</sup>;

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<sup>3</sup> The data will be stored on the Commission server (via EU login) on the [e-voting tool](#).

<sup>4</sup> Act of Establishment: Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Health and Digital Executive Agency

- Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes;
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Health and Digital Executive Agency<sup>5</sup>
- Article 9 and Article 1 of Annex II of the Staff Regulations
- Decision adopting general implementing provision on setting up a Staff Committee

### **How long do we keep your personal data?**

HaDEA applies the principles and retention periods indicated in Common Retention List of the Commission by analogy<sup>6</sup>.

Personal data are kept for the time necessary to fulfil the purpose of collection or further processing.

Documents in electronic format (candidacy) related to the HaDEA Staff Committee Elections will be retained for five years after the results of the elections are confirmed by the Director.

The election results will also be available under the HaDEA Intranet for a period of six months after the end of the elections.

### **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 or wish to exercise any of the rights described above, you can contact the Head of Unit C3.1 (entity acting as data controller) via: [hadea-people@ec.europa.eu](mailto:hadea-people@ec.europa.eu) and HaDEA DPO [HADEA-DPO@ec.europa.eu](mailto: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](mailto:EDPS@edps.europa.eu).

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<sup>5</sup> OJ L 50, 15.2.2021 p. 9

<sup>6</sup> Common Retention List - SEC (2019) 900/2 - ARES(2019)4374520 – 09/07/2019