

PRIVACY STATEMENT

for processing of personal data in the context of registering teleworking

The Agency for Support for BEREC (BEREC Office) processes the personal data of a natural person in compliance with Regulation 2018/1725 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.

This privacy notice explains BEREC Office's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

1. What is the purpose and legal basis for processing your personal data?

The purpose of the processing is to manage the staff member requests of teleworking for implementing occasional and structural teleworking at the BEREC Office. The lawfulness for the processing is Article 5(a) of Regulation 2018/1725.

The legal basis for the processing is Management Committee Decision No MC/2017/06 on the implementation of telework at the BEREC Office.

2. What personal data is collected and processed?

The categories of data that are processed for both structural and occasional teleworking requests are:

- Identification data as encoded in Sysper: name, personnel number, status, organisational unit.

For occasional teleworking requests, in addition to the identification data mentioned above, the following data are processed:

- The period covered by teleworking;
- The reason for the request, to be selected from the options available in Sysper: to concentrate on a project, personal mobility or health issues, transport problems (e.g. due to a strike), specific family circumstances, a domestic problem, or another problem;

- Any additional data voluntarily entered by the data subject in the designated *Comment* field in Sysper.

For structural teleworking requests, in addition to the identification data mentioned above, the following data are processed:

- The period covered by structural teleworking;
- The place of teleworking;
- The (private) telephone number to which work calls are transferred
- The reason for the request, to be selected from the options available in Sysper: disability/long term illness, difficult transport connections and/or distance, children, dependent relatives, external training, or better concentration;
- Information on the possession of a laptop provided by BEREK Office IT, the possession of a token and whether or not the applicant has teleworked before;
- The teleworking schedule;
- Information on the software/databases needed when teleworking and on the type of tasks performed during teleworking.

3. Who has access to your personal data and to whom is it disclosed?

The recipients of the data are your Team Leader and your Head of Unit/Director, and the Agency's HR staff responsible for monitoring the teleworking arrangements.

4. How long are your personal data kept?

Teleworking data are kept in Sysper for three calendar years. The data included in the optional "Comments" field are automatically deleted 2 months from the date of the decision on the teleworking request.

5. What are your rights?

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing.

You also have the right to object to processing of personal data.

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

6. Who is the data controller and how to exercise your rights?

The BEREK Office shall exercise the tasks of the data controller for the purpose of this processing operation.

To exercise the mentioned rights, you can contact the controller by sending an email to: personnel@berek.europa.eu

If you consider your data protection rights have been breached, you can always lodge a complaint with the BEREC Office's Data Protection Officer (dpo@berek.europa.eu) or with the European Data Protection Supervisor: edps@edps.europa.eu.