

PRIVACY STATEMENT

Regarding the use of SYSPER2 (general) for the BEREC Office staff

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 the BEREC Office 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?

This privacy statement covers the use of the information management system SYSPER2 for the management of human resources at the BEREC Office. SYSPER2 is the European Commission's Human Resource Management Information system and it is used by the EC and other EU Institutions and Bodies, including BEREC Office, for HR management.

The purpose of this processing operation is:

- to identify staff members in the Agency as jobholders;
- to support various HR management procedures, such as recruitment, career management, job assignments, working time management, etc.;
- establishment of individual rights, and salary payments;
- organisation management through an organisational chart, allocation of job quotas for establishment plan posts and external staff assignments;
- to support the management of job descriptions;
- generation of electronic certificates.

Whereas for some of the processes above, there are specific privacy statements, this privacy statement covers the general processing operations covered in the following modules:

- (a) Organisation chart (ORG)**
- (b) Job quotas (DOT)**
- (c) Job Information System (JIS)**
- (d) Personal Data Management (PER)**
- (e) Career and Mobility (CAR)**
- (f) Document Management (DOC)**

In addition to the basic modules above, the RIGHTS module extends the HR system to the management of your allowances and individual rights by means of declarations, processed by the Paymaster's Office (PMO). The purpose of this module is to cover the HR processes end-to-end inside one integrated system, from declarations submitted by you to Decisions of the Appointing Authority and accordingly made payments of your salary and allowances.

The processing operations performed in the time management module (TIM), namely registration of working time, registration of teleworking and leave and absence management, are covered in separate privacy statements. Optional modules in SYSPER2 that may be implemented in the future will be covered in separate privacy statements.

The processing of your personal data is lawful according to Article 5(a) and (b) of Regulation 2018/1725.

The legal basis for the processing of your personal data are:

- The Staff Regulations of Officials of the European Communities (SR), and the Conditions of Employment of other servants of the European Communities (CEOS);
- The rules and provisions in force at the BEREC Office implementing the SR and CEOS;
- Regulation (EU) 2018/1971 of the European Parliament and of the Council of 11 December 2018 establishing the Body of European Regulators for Electronic Communications (BEREC) and the Agency for Support for BEREC (BEREC Office);
- Service Level Agreement (SLA) between the BEREC Office and DG HR: Appendix, SYSPER2 and related services, Reference No. BEREC/17/105;

2. What personal data is collected and processed?

SYSPER2 processes personal data of BEREC Office Temporary and Contract Agents and persons related to them, as well as Seconded National Experts and trainees.

Within SYSPER2's basic modules, except for the TIM module, as laid out in paragraph nr. 1, the following types of personal data are processed for the purposes mentioned above:

- Identification data, such as: surname, first name, personnel identification number, BEREC Office personnel number, NUP, nationalities, gender, address, telephone number, institutional email address, place of origin, date of birth;
- Data related to family composition: marital status/recognized partnership, identity and date of birth of spouse/partner, identity and date of birth of dependent children, and date of adoption (if applicable);
- Career and organisational data, such as: Unit to which the job holder is assigned, category of staff, grade, administrative status, contract duration, years of service, probationary period, job description and job number.

Data related to medical and disciplinary files are not processed.

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

Access to your personal data is provided to BEREC Office staff responsible for carrying out the processing operations and to authorised staff in accordance with the “need to know” principle. Not all the users of SYSPER2 have the same access rights to personal data: the profile of each user (function and responsibility) determines their need and entitlement to access specific sets of data in SYSPER2.

More specifically, your personal data are accessible to the following persons and entities:

Within the BEREC Office:

- The Agency's staff in charge of HR having the relevant user roles in SYSPER2;
- The Head of Administration and Finance;
- The data subject's line manager for limited career- and organisational data, and limited identification data;
- The Director (AACC);
- All users limited to a minimal set of data (organisational and minimal identification data).

Outside of the BEREC Office:

- DG HR, PMO and DG DIGIT in relation to their specific area of competence;
- Any other EU bodies, agencies or institutions in the remit of a transfer of a statutory staff member from or to the BEREC Office.

Authorised staff of the following institutions may have access to relevant personal data for audit control or investigation purposes:

- European Anti-Fraud Office (OLAF);
- Court of Auditors;
- Internal Audit Service of the European Commission;
- European Data Protection Supervisor (EDPS).

4. How long are your personal data kept?

The retention period of your data in SYSPER2 is in line with the retention periods established by the European Commission as system owner.

Your personal data is stored for the time necessary to fulfil the purpose of collection or further processing. Your data in SYSPER2 are stored until the end of your activity for the Agency.

Certain data need to be stored for a longer period if they are related to subsisting rights and obligations, i.e. pension rights.

Specific retention periods for certain data can be found in the corresponding records (e.g. on time management, teleworking, leave and absences).

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 BEREC 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@berec.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@berec.europa.eu) or with the European Data Protection Supervisor: edps@edps.europa.eu.