

## **PRIVACY STATEMENT**

### **for processing of personal data for the provision of financial assistance with home care or care for a sick child to 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 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 grant financial assistance with home care or care for a sick child.

The lawfulness for the processing is Article 5(a), 5(b) and 5(d) of Regulation 2018/1725.

The legal bases for the processing are articles 1e and 76 of the Staff Regulations of officials of the European Union and articles 30 and 98 of the Conditions of Employment of Other Servants of the European Union, as implemented by BEREC Office MB Decision No MB/2020/07 on the adoption of the guidelines for assistance with home care or care for a sick child.

#### **2. What personal data is collected and processed?**

The personal data collected and further processed are:

- Identification data: Name, personnel number, address (private and professional, mail and electronic); any identification data related to the application of financial assistance;
- Financial data: amounts of all types of income, allocations and expenses as well as the amount of the financial aid granted; bank account number; any financial data related to the application for financial assistance;
- Medical data: recognition of disabilities, medical opinions, reports and certificates; any medical data related to the application of the financial assistance;
- Social data: family composition and changes in family circumstances, social workers reports, school reports; any social data related to the application for financial assistance;
- Judicial data: legal guardianship, wage garnishments, debt recovery, collective debt settlement; any legal element related to the application or financial assistance;

- Income or reimbursement of medical expenses from the Office for the Payment and Administration of Individual Entitlements (PMO) (optional).

Staff concerned must provide BEREK Office HR with all above applicable information by submitting the dedicated application forms including supporting documents through the document management system Ares.

BEREK Office HR may ask for further information from the PMO.

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

As regards all data provided in the request for financial assistance, (all data contained in the application forms and in the supporting documents, including medical and social data):

- BEREK Office Resources team which abides statutory confidentiality agreements
- Respectively the medical officers and social workers in the settlements office of the PMO, and the Commission's medical service for a medical opinion.
- The Authority authorize to conclude contracts who will take a final decision on granting the assistance to the concerned staff member

As regards any financial data related to the request as well as to the authorisation of the payment:

- BEREK Office financial actors and Authorising Officer
- PMO personnel (for verification purposes)

Please note that there will be no further processing of your personal data for any other purposes outside the scope of this specific context.

Not all the data are transmitted to all the entities listed above. Only those data needed for carrying out their specific responsibilities in the processing operation are accessible to the respective actors. Medical and social data will only be accessible to the medical officers and social workers in the settlements office of the PMO. Upon the issuance of an opinion of the medical officer/social worker, only this opinion will be accessible to the AACC, AOD, and the financial actors in this processing operation.

### **4. How long are your personal data kept?**

Your data are kept only for the time necessary to fulfil the purpose of collection or further processing, namely 3 years after the death of the person concerned (i.e. the person eligible to receive financial aid).

### **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.

Finally, you also have the right to withdraw your consent for BEREK Office to process your

personal data at any time.

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 these processing operations.

To exercise the mentioned rights, you can contact the controller by sending an email to: [personnel@bereg.europa.eu](mailto:personnel@bereg.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@bereg.europa.eu](mailto:dpo@bereg.europa.eu)) or with the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).