

Public

Privacy Statement

for processing of personal data in the context of payroll management

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

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

The purpose of the processing operation is the payment of remuneration and other payments (including pension payments) to statutory staff (Temporary Agents (TAs) and Contract Agents (CAs) in accordance with the provisions of the Staff Regulations, CEOS and implementing rules, as well as the payment of allowances to Seconded National Experts (SNEs) in accordance with the relevant implementing rules.

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

The legal bases for the collection of data are:

- 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)
- The Staff Regulations 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; Decision No MB/2020/03 of the Management Board of the BEREC Office on the secondment of national experts and national experts in national training, in particular Chapter III thereof;

2. What personal data is collected and processed?

The following data are collected and processed during this processing operation:

- Identification data, such as: surname, first name, personnel identification number, BEREC Office personnel number, NUP, nationalities, gender, address, place of origin, date of birth, bank account number;
- 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);
- Data related to professional activity of spouse and education of dependent children;
- Career and organisational data, such as: category of staff, grade, step in the grade, administrative status, contract duration, years of service, probationary period, and working patterns.

The data are encoded in the HR management system Sysper2 at the time of your recruitment and kept up-to-date throughout your career at the BEREC Office based on changes in the career and personal situation.

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

The data are accessible to:

- The Authority authorised to Conclude Contracts of Employment (AACC)
- Authorised staff in the Administration and Finance Unit designated for the execution of the processing operation: Head of Administration and Finance Unit, Team Leader Resources, HR Support Officers, Financial Initiating and Verifying Agents (including their back-ups).
- Designated personnel of the European Commission's PMO authorized to deal with the BEREC Office's data under the Service Level Agreement BEREC/19/019.

Financial initiating and verifying agents only have access to minimal identification data and financial data (e.g. personnel numbers and bank account numbers).

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)
- Any other EU bodies, agencies or institutions in the remit of a transfer of a statutory staff member from or to the BEREC Office.

4. How long are your personal data kept?

Collected personal data are recorded and stored for 8 years after the extinction of all rights of the person concerned and of any dependents, and for at least 100 years after the recruitment of the person.

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.

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.

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