

PRIVACY STATEMENT

for processing of personal data in the context of management of missions and authorised travel

The Agency for Support for BEREC (BEREC Office) processes the personal data of natural persons 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 for the below explained purpose, and sets forth your privacy rights. The BEREC Office recognises 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 processing your personal data is to organise missions and authorised travel of the BEREC Office staff and staff from EU institutions or other bodies of the EU, whose missions are charged on the BEREC Office budget.

The processing of personal data is lawful as based on the provisions of point (a) of Article 5(1) of Regulation 2018/1725, except for processing of corporate credit card applications which is lawful based on point (d) of Article 5(1) of Regulation 2018/1725.

2. What personal data is collected and processed?

2.1 The following categories of data are processed in MIPS:

- Identification and contact data (title, first name, last name, date of birth, login name, personnel number, PER_ID, NUP, vendor ID, organizational entity, place of employment, office telephone number).
- Travel data (place(s) of mission/authorised travel and transit, planned time of departure from and return to the place of employment, means of transport, name of the hotel, invoice(s), start and end time of professional activities at the destination, the number of the mission or authorised travel in MIPS, Check_ID number of the booking at the contractual travel agency).

- Financial and legal entity data (staff member's bank account number), processed in the accrual based accounting software (ABAC) used by the Commission Accounting Officer, who is also the BEREC Office Accounting Officer.

2.2 The following data is transmitted to the travel agency:

Login name, first name, last name, title, date of birth, business phone, business email address, PER_ID, directorate general, directorate, unit, personnel number.

Other optional data may be provided voluntarily to receive a more personalized service, in particular through the traveler profile (travel agency management tool), such as: mobile phone number, nationality; place of issue, date of expiry and number of the passport, credit card details, contact details of the person who may be called upon to make reservations for the mission performer, any preferences in terms of travel conditions, seat + meal.

2.3 The following data is transmitted to the company providing corporate credit cards:

- applicant's identification data (title, first name, last name, date and place of birth, national register number, mother's first name, personnel number, position at the BEREC Office, contract end date, grade, net salary, bank account number, handwritten signature) and contact data (professional and personal address, mobile and office phones, email);
- Card Programme Administrator's identification data (name, surname and position at the BEREC Office, handwritten signature) and contact data (email).

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

The data you provide can be accessed by:

- Entity missions officer at Administration and Finance Unit
- All the staff members in the visa chain approving the mission order and declaration of expenses (typically line manager, local missions officer and authorising officer)
- Accountant
- Bank initiating reimbursement of mission costs and recipient bank
- Technical personnel requiring access to the data, for example mission officers, staff of DIGIT and PMO
- Contractual travel agency (AMEX GBT)
- Providers of accommodation and transport services related to the mission (eg. hotels, airlines, car rental companies)
- Insurance/assistance company
- Company issuing corporate credit cards (AirPlus International SA/NV)
- Any other entity that may be involved in the organisation of a specific mission or authorised travel

For external experts: the official or staff member at the BEREC Office entity handling the management of their mission in MIPS and the receiving external entity

3. How long are your personal data kept?

The retention period for digitised documents is 5 years from the date on which the European Parliament gives discharge for the financial year to which the documents relate (~7 years in total). Mission performers and authorised staff must keep the original documents during the processing time until expenses are paid and may then discard them, unless there is a dispute. When original documents are requested for verification, they are kept for 5 years after discharge by the Parliament for the year of the mission (~7 years in total). Digitized files stored on hard disks will be destroyed by DIGIT only at the express request of the PMO, as instructed by the BEREC Office.

The retention period for digitized application forms for corporate credit cards submitted to AirPlus International SA/NV is the duration of the employment of concerned staff member with the BEREC Office. If a credit card is terminated before the staff member's employment with the BEREC Office finishes, the retention period ends upon the termination of the credit card.

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 these processing operations.

To exercise the mentioned rights, you can contact the controller by sending an email to: missions@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