

PRIVACY STATEMENT

for temporary financing the multilingual tuition in the Republic of Latvia for dependent children of the BEREC Office staff before the establishment of accredited European school

The Agency for Support for the Body of European Regulators for Electronic Communications (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. 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 the processing operation is to provide financing of multilingual tuition in the Republic of Latvia for dependent children of the BEREC Office staff, as a temporary measure before the establishment of accredited European school in the Republic of Latvia in accordance with the Headquarters agreement (HQA) between the BEREC Office and the Government of the Republic of Latvia and the Service level agreement (SLA) between the BEREC Office and the Government of the Republic of Latvia.

The legal basis for the collection of data are:

- HQA between the BEREC Office and the Government of the Republic of Latvia;
- SLA between the BEREC Office and the Government of the Republic of Latvia;
- Decision No MB/2023/05 of the BEREC Office Management Board on the implementation of measures of a social nature at the BEREC Office;
- IAI/2023/02 on establishing the rules and conditions for financing multilingual tuition in the Republic of Latvia for dependent children of the BEREC Office staff as a temporary measure until accredited European school is established and is covering all sections and classes needed for the children of the staff, and repealing Internal Administrative Instruction IAI/2016/08.

The processing of your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body. Therefore, it is lawful according to Article 5(a) of Regulation 2018/1725.

2. What personal data is collected and processed?

The personal data concerns the staff members with a contract of at least one year, national experts seconded to the BEREC Office, who apply for the temporary measure for financing the multilingual tuition in the Republic of Latvia of their dependent children as defined in Article 2(2) of Annex VII of the Staff Regulations, as well as their dependent children as mentioned above.

The personal data collected and further processed are:

- Identification data of staff member: Name, surname, personnel number, any other identification data related to the application of financing multilingual tuition in the Republic of Latvia for dependent children of the BEREC Office staff;
- Identification data of the dependent children: Name, surname, date of birth, grade in the school, any other identification data related to the application of financing multilingual tuition in the Republic of Latvia for dependent children of the BEREC Office staff.

Containing the above-mentioned data, lists are prepared and sent to the Ministry of Education and Science of Republic of Latvia and to the concerned international schools.

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

As regards all data provided in the request for financing multilingual tuition in the Republic of Latvia for dependent children of the BEREC Office staff (all data contained in the request form and in the supporting documents):

- BEREC Office staff of the entity in charge of HR;
- BEREC Office Director, who will take a final decision on financing multilingual tuition to the concerned staff member;
- The staff of the Liaison Office;
- Staff of the Ministry of Education and Science of the Republic of Latvia;
- Personnel of the International school chosen by the staff member.

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

- BEREC Office financial actors and Authorising Officer.

There will be no further processing of the 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.

Only authorized staff with limited access to ARES can access the documents.

The lists are transferred in a secure way to Ministry of Education and Science of Republic of Latvia to check the eligibility of the request for a financial contribution by the Government of the Republic of Latvia.

4. How long are your personal data kept?

The data are kept for five years following the year in which the European Parliament gives discharge for the financial year during which the last payment under the respective agreement with the school was executed.

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 our processing of your personal data, on grounds relating to your particular situation, 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@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.