

PRIVACY STATEMENT

for processing of personal data in the context of Use of Corporate Mobile Devices at the BEREC Office

BEREC Office processes 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 recognize 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?

Personal data are collected and processed for the purpose of providing corporate mobile devices (mobile phones, tablets, laptops) to BEREC Office staff and any relevant supporting function (interims, trainees, liaison officers etc.), hereinafter referred to as "BEREC Office staff" for professional needs, and monitoring the consumption of related tariff plan for corporate mobile telephony services.

All BEREC Office staff are assigned a personal mobile phone and laptop upon entry into service for work related purposes; only Team Leaders, Heads of Unit, the Director and other specific figures, on a case by case modality, are entitled to use additional devices, such as tablets.

Main objectives are twofold:

- Corporate mobile devices distribution, sim card assignment and troubleshooting management;
- Billing and budget management related to the corporate mobile telephony services.

Therefore, processing is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the BEREC Office.

The legal basis for these processing operations is Regulation (EU) 2018/1971 of the European Parliament and 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), in particular Article 5.

This operation is lawful under Article 5(a) of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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).

BEREC Office staff' personal data will not be used for an automated decision-making, including profiling.

2. What personal data is collected and processed?

In order to manage and assign corporate mobile devices to BEREC Office staff and supporting functions, BEREC Office processes through Sophos the following categories of personal data:

- Name, surname of the user;
- Email address
- IP address
- Phone number
- Location data
- Browsing history of malicious website (Optional in case log function is activated)

These data are processed by "Sophos Mobile management" solution that is in use at the BEREC Office for mobile device management. . Sophos privacy policy is available here: <https://www.sophos.com/en-us/legal/sophos-group-privacy-notice>

In order to manage billing and to monitor the consumption of data, BEREC Office processes the following categories of data:

- Calls history detailing date of call, telephone numbers and/or mobile telephone numbers dialed, length of call, and country where the called was placed(only if there is an unjustified repeated overconsumption and consequent investigation procedure);
- Additionally ordered services, data packages, purchases, etc. (only if there is an unjustified repeated overconsumption and consequent investigation procedure);
- Data consumption;

Personal data relating to calls history and data consumption are obtained from the mobile services provider (TELE2 Latvia) through its portal accessible to authorized ICT staff.

The portal displays the monthly call history and data consumption for each corporate SIM card account. The portal displays only the number associated to the corporate SIM card account.

Additionally, each month the mobile service provider sends the BEREC Office monthly corporate invoice to ICT authorized staff and Finance Team. The invoice is uploaded in ARES and ABAC for financial follow-up

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

Personal data processed to manage and assign corporate mobile devices could be accessed, on a strict need-to-know basis by ICT staff in charge of mobile devices distribution.

Personal data processed to manage billing and monitor the consumption of data, could be accessed, on a strict need-to-know basis by ICT Team and Finance staff involved in payment and verification of invoices. Authorised personnel of the SIM card provider (Tele2 Lavia) has also access to the devices traffic data.

In the event of an audit investigation on the usage of the mobile devices, a restricted number of BEREC Office staff may be authorized to access data on a “need to know basis” by Line Manager/Director; all recipients of personal data in such framework are instructed to process the personal data they receive only for the purpose for which they were transmitted.

4. How long are your personal data kept?

Personal data processed for management and assignment of corporate mobile devices are kept as long as the data subjects have contractual obligations with the BEREC Office.

The general billing information shall be stored for 5 years after the discharge as required by the provisions of the Financial Regulation and its Rules of application for audit and discharge purposes. The itemized invoices detailing the calls history and the data consumption for each BEREC Office device are accessible through the Tele2 portal and in some cases subject to verification. Itemized invoices are not kept by the BEREC Office ICT except where needed for financial or disciplinary follow-up.

In the event of a formal appeal or audit process, all data held at the time of appeal will be retained until the completion of the appeal process or a disciplinary procedure.

5. What are your rights?

Data subjects have the right to request from the controller access to and rectification or erasure of personal data or restriction of processing. Data subjects 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: ict-services@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@bereg.europa.eu) or with the European Data Protection Supervisor: edps@edps.europa.eu.