

PRIVACY STATEMENT

for processing of personal data for reimbursing costs related to the mandatory annual medical check-up of statutory staff

The Agency for Support for BEREC (BEREC Office, Agency) 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 the BEREC Office 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?

The purpose of the processing of personal data is to manage the top-up reimbursement by the BEREC Office of eligible costs related to the mandatory annual medical check-up of statutory staff that are not reimbursed by the Joint Sickness and Insurance Scheme (JSIS), in accordance with the applicable internal administrative instruction (IAI).

In particular, the purpose of the processing of the personal data is to ensure 100% coverage of the eligible costs related to the mandatory annual medical check-up for the examinations, tests and analysis included in the standard protocol for the annual medical check-up by the Medical Service in Brussels, which acts as the BEREC Office Medical Service under a Service level agreement with DG HR.

Thus, we collect personal data to comply with the provisions of:

- Article 59(6) of the Staff Regulations;
- 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/2026/02 regarding the reimbursement of costs incurred during the obligatory annual medical check-up of statutory staff.

Consequently, the processing operation is lawful under Article 5(a) as 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.

To the limited extent that the supporting documents contain health-related data, their processing is also based on Article 10(2)(b) of Regulation (EU) 2018/1725.

2. What personal data is collected and processed?

The BEREC Office processes the following categories of personal data contained in the reimbursement form and supporting documents:

- Identification data;
- Information about the dates and places of the examinations, tests and analysis included in the standard protocol for the annual medical check-up of the Medical Service in Brussels, conducted by the respective staff member;
- Financial data related to the costs incurred by the statutory staff for the mandatory annual medical check-up and the amounts reimbursed by the JSIS;

The BEREC Office processes no medical results or information on the staff member's health conditions. Health-related data are limited to the name of the examination or test performed in accordance with the standard protocol provided by the Medical Service in Brussels.

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

Personal data are accessed by the:

- Entity in charge of HR, including the head of the entity - the Head of the Administration and Finance;
- The Responsible Authorising Officer and financial actors on a need-to-know basis.

4. How long are your personal data kept?

The time limit for storing the application form and the supporting documents concerning is five years from the date on which the European Parliament gives discharge for the financial year to which the payment document relates.

After the retention period mentioned above all personal data are eliminated by deleting.

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 as follows:

personnel@berec.europa.eu

If you feel 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.

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