



Data Protection Notice

Teleworking at the REA

In accordance with the Regulation (EU) 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 (Regulation), the Research Executive Agency (Agency or REA) collects your personal information only to the extent necessary to fulfil a precise purpose related to our tasks.

1. WHY DO WE COLLECT YOUR PERSONAL DATA?

The Human Resources Sector of the Agency (REA HR) defines, coordinates and ensures the implementation of human resource policies (covering the whole lifecycle of the teleworking policy). It does so by following the relevant provisions of the Staff Regulations and the Conditions of Employment of Other Servants of the European Communities (CEOS).

The goal of the teleworking policy is to enable staff to achieve a better balance between their private and professional life within the framework of a transparent and fair system which aims to promote equal opportunities. The purpose of the processing operation of teleworking in the REA is to allow the staff member to work from home during working hours

In particular, the processing of personal data in the context of regular teleworking is necessary in order to:

- Select the persons authorised to telework with regard to different criteria;
- Establish teleworking agreements;
- Ensure the administration, the follow-up and the implementation of the teleworking.

The purpose of processing of personal data in the context of the occasional teleworking is to offer to the staff members the possibility to temporarily telework under specific circumstances.

Teleworking should not have any prejudicial effect on the teleworker's career as long as objectives are met and the level of productivity is not affected. Teleworkers' workload and performance indicators must be the same as those of similar job holders working in the Agency.

2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The controller is the Research Executive Agency (REA). For organisational reasons, the role of the data controller is exercised by Ms Sari Vartiainen, head of Unit C1 ("Administration") of the REA. The controller may be contacted via functional mailbox: REA-TIME-MANAGEMENT@ec.europa.eu.

3. WHAT IS THE LEGAL BASIS TO COLLECT YOUR DATA?

The processing 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 (Article 5(1)(a) of Regulation) and for compliance with a legal obligation to which the controller is subject (Article 5(1)(b) of Regulation) as established by the following EU legal acts:

- Council Regulation (EC) No 58/2003 laying down the statute for executive agencies;
- Commission Implementing Decision 2013/778/EU of 13 December 2013, establishing the Research Executive Agency and repealing Decision 2008/46/EC,
- Staff Regulations of Officials (Staff Regulations) and the Conditions of Employment of Other Servants of the European Union (CEOS), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/681, and in particular to Article 110(2) of the Staff Regulations;
- Article 55 of the Staff Regulations of Officials of the European Communities
- Articles 16 and 91 of the Conditions of Employment of Other Servants (CEOS)
- REA Steering Committee Decision REA/SC(2016)2.4.1 adopting the Commission Decision on the implementation of telework in Commission Departments C(2015)9151 final
- DG HR fit@work guide on teleworking (April 2016) Commission Decision C (2015) 9151 Final of 17 December 2015 on the implementation of telework in Commission departments.

4 WHICH PERSONAL DATA ARE COLLECTED?

Personal data are collected and/or processed via SYSPER:

- Identification/administrative data: first name, last name, personnel number, unit, sector, administrative status, date of entry into service, teleworking schedule, dates of beginning/end of the teleworking, teleworking period already accomplished, full-time or part-time work patterns.
- Contact details: professional address, home address (or other address used by the data subject in order to telework on a regular basis), private telephone number (for transferring their office line), distance between place of residence and place of work (optional).
- Work-related data: reason for teleworking, comments (optional),
- IT-related data: if data subjects are in the possession of a laptop.
- Family data: first name and last name of children and/or dependent relatives (under the optional field "comments").

Other categories of data: mission, external training, difficult transport connections, family or personal constraints (under the optional field "comments").

Special categories of data

Health-related data (disability, serious health impediment, mobility problems, etc.) may be processed. This applies mainly for the cases where the data subject voluntarily provides relevant information in the application form.

For applying to the scheme of occasional teleworking for reasons related to reduced mobility (lasting more than two weeks), a note from the applicant's practitioner certifying that the person is able to work despite his/her mobility problem, will have to be submitted to the HR Sector. This note is not a medical certificate justifying absence from work. It should not be addressed to the Medical Service or any entity other than the REA HR Sector.

The REA does not process medical certificates in the context of teleworking. In principle, any data linked to health condition should be sent by the data subjects to the Medical Service.

The processing of health-related data in the REA is covered by a relevant Record "Processing of Health-related data by the REA"

5 WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

a. WHO WILL HAVE ACCESS TO THE DATA WITHIN THE AGENCY?

- The Director of the Agency;
- Head of Departments;
- REA Heads of unit and Line managers (e.g. Head of sector);
- Authorised personnel of unit REA.C.1 (Human Resources, ICT sector, etc.)

b. WHO WILL HAVE ACCESS TO THE DATA OUTSIDE THE AGENCY?

- The Court of Justice of the European Union;
- European Ombudsman;
- European Court of Auditors (ECA);
- Internal Audit Service of the European Commission (IAS);
- European Anti-Fraud Office (OLAF);
- European Data Protection Supervisor (EDPS);
- Directorate-General for Informatics (DG DIGIT).

6 HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Data (in SYSPER) related to applications for teleworking will be retained for two years for the following reasons:

- To enable the Agency to establish an order of priority for persons who have applied on several occasions but were not selected because of the large number of applications within the Agency;
- To enable the Agency to review on a mid-term basis the teleworking arrangements.

Personal data which are inserted under the field "comments" of SYSPER is automatically deleted after a period of two months after the acceptance or refusal of the last validator.

7 WHAT ARE YOUR RIGHTS?

At any time, data subjects can access (online) their personal data under SYSPER and can rectify/erase (where applicable) the respective information.

Data subjects may also change/rectify/withdraw themselves through SYSPER their teleworking application. This rectification is subject to the approval of their supervisor.

For any questions regarding teleworking and the personal data that is processed in that context, data subjects may send an email to the following functional mailbox: REA-TIME-MANAGEMENT@ec.europa.eu .

8 CONTACT INFORMATION

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the following email address: REA-TIME-MANAGEMENT@ec.europa.eu.

Further to the above, the following instances can be addressed:

REA Data Protection Officer (DPO): REA-DATA-PROTECTION-OFFICER@ec.europa.eu.

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu.