



PRIVACY STATEMENT

Statement on personal data protection within the context of the EEA staff photographs gallery

Personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Processing operations are under the responsibility of the Head of Operational Services (OSE) Programme acting as Data Controller, regarding the collection and processing of personal data.

1. Purpose(s) of the processing

Your personal data is collected and further processed for the purpose of helping identifying you when you take up duties and improving internal communication in the EEA and enabling the staff to better know each other.

Your photograph is placed on your individual access card and may be put on line on the EEA intranet in headings like staff directory, telephone and address book, newcomers list, staff board notice, emails, etc ...

2. Recipients of the data processed

For the purpose detailed above, access to your personal data is given to all EEA internal who has access to EEA intranet (i.e. EEA staff members and consultants working at EEA's premises).

3. Personal data concerned

Personal data collected and further processed concern a staff member or a consultant contracted by EEA. Information can relate to all or some of the following data:

For the access card:

- Photograph;
- Name (first name, surname);
- Personnel number.

For the intranet:

- Photograph;
- Name (first name and surname), initials, function and organisation;
- Email address, telephone number(s) and administrative assignment;

4. Modalities for the processing operation

Taking your photograph is a manual process. The photograph is stored in JPEG format in an electronic file. The distribution of your photograph over the intranet is automated through the SIC personnel system.

5. Safeguarding of data processed

Access to the electronic file where the photographs are stored is restricted to a limited number of staff in the facilities services and requires a user ID and password.

6. Right of access and rectification

You have a right to access, update and rectify your data that can be viewed on the EEA intranet at any time.

Any request for access, update or rectification of personal data shall be addressed in writing to the facilities services at the following address facilities_services@eea.europa.eu, or European Environment Agency, Mr Sigfús Bjarnason, Head of Operational Services Programme (OSE), Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

7. Legal basis

The legal bases for the processing operations on your personal data are the following:

- o The processing operations on the EEA intranet are necessary for the performance and the support of the numerous tasks carried out by the EEA as mandated by Regulation (EC) No 401/2009 of 23 April 2009;
- o The placing of the photograph on the individual access card for staff and consultants abides by the EEA's security policy and provisions;
- o The employment and/or service contract with the EEA.

8. Legality of processing

- o Processing is necessary for the performance of tasks carried out in the public interest and in the legitimate exercise of official authority for security purposes (Article 5(a) of Regulation (EC) No 45/2001).
- o Where applicable, the data subject has unambiguously given his or her consent (Article 5(d) of Regulation (EC) No 45/2001).

9. Data retention

- o Your personal data is retained for the duration of the employment contract or service contract;
- o Anonymous data (photograph) is retained for a longer period solely for historical purpose.

10. Right to appeal

You are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if you consider that your rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of your personal data by the EEA.

You may also contact the EEA's Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: Data.ProtectionOfficer@eea.europa.eu

