



## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data**

### **1. Introduction**

The European Union Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereafter, 'eu-LISA') is committed to protect your personal data and to respect your privacy. eu-LISA collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data

The information in relation to processing operation "*Management of the mission's files in eu-LISA*" undertaken by Corporate Services Unit is presented below.

### **2. Why and how do we process your personal data?**

Corporate Services Unit collects and uses your personal information to register the travel order as well as to liquidate the expenses incurred in order to obtain the final reimbursement.

The member of staff going on mission is required to submit to Missions office, through MiPS, a travel order, containing full details of the planned mission. Travel orders must be approved by the staff member going on mission, his or her hierarchical supervisor and the authorising officer (the head of Corporate Services Department) before the expenditure is committed and before the staff member departs. The approval of the travel order by the authorising officer entitles the staff member to reimbursement of the costs subject to the rules in force. Staff returning from mission must submit to the Missions office, through MiPS, the statement of expenses with attached the supporting documents (tickets, boarding cards, hotel bills, ...) The form must be approved by the hierarchical supervisor and the authorising officer (the head of Corporate Services Department). The approved form, together with the attached supporting documentations, is registered electronically in MiPS, which is connected to ABAC for the relevant reimbursement

Some of your personal data may be transferred to a travel agency for the purpose of the mission, i.e. for booking tickets or hotel accommodation.

Your personal data will not be used for an automated decision-making including profiling.

### **3. On what legal ground(s) do we process your personal data**

We process your personal data, because processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in eu-LISA:

- Article 71 of the Staff Regulations, Articles 11 to 13 of Annex VII to the Staff Regulations
- ED decision for the implementation of Guide to missions and authorised travel: Ref. Ares(2018)1521734 - 20/03/2018
- Guide to missions and authorised travel, according to Commission Decision on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel

#### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation Corporate Services Unit, Missions office collects the following categories of personal data:

- Name;
- Contact details (e-mail address, telephone number, mobile telephone number, department);
- Date of birth (when booking tickets);
- Economic and Financial details
- Data concerning missions (place, date, transport, mission expenses).
- Travel document information (passport information)

The provision of personal data is mandatory to meet your requirement for a mission. If you do not provide your personal data the requested, mission is not possible to be performed.

We have obtained your personal data from eu-LISA registry and your entry in MIPS.

#### **5. How long do we keep your personal data?**

Corporate Services Unit, Missions office only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 5 years.

All missions/authorised travel expenses are digitised in MIPS. The retention period for the digitised documents is 7 years.

#### **6. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to eu-LISA staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

In addition, eu-LISA uses outside service providers, who have access to your data for the purpose of your mission:

- the travel agency staff members
- the PMO MiPS personnel
- Staff members of companies that receive personal data for booking purposes (airlines, hotel, cars, ...) where an ad hoc mission could take place.

The controller will transfer your personal data to the following recipients in a third country or to an international organisation in accordance with Regulation (EU) 2018/1725:

- a) the travel agency staff members located in North Macedonia

- The controller will transfer your personal data based on appropriate safeguards (Article 48 of Regulation (EU) 2018/1725) – standard contractual clauses.
- b) any third country where the ad hoc mission takes place, where the company that receives data for booking purposes (airlines, hotel, cars, ...) is located.

The controller will transfer your personal data based on derogations for specific situations (Article 50 of Regulation (EU) 2018/1725) – (c) the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person. The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

#### **7. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of the Regulation 2018/1725. You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor.

#### **8. Contact information**

##### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Corporate Services Unit, Missions office: [missions@eulisa.europa.eu](mailto:missions@eulisa.europa.eu).

##### **- The Data Protection Officer of eu-LISA**

You may contact the Data Protection Officer ([dpo@eulisa.europa.eu](mailto:dpo@eulisa.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

##### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.