

PROTECTION OF YOUR PERSONAL DATA

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

1. Introduction

The European 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 timesheets of staff working in shifts undertaken by Human Resources Unit (hereinafter - HRU) is presented below.

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

Personal data is processed solely for administrative purposes and for an efficient time management of staff working in shifts.

The purpose of the processing operation is:

- the implementation of time recording of shift workers;
- time accounting: to record hours worked by staff members, in line with Article 4 (4) of the Decision of the Management Board of eu-LISA No 2023-353 of 16 November 2023 on working time and hybrid working;
- to monitor the annual working time, in line with Article 1(6) of the ED Decision 133/2017 on Planning and reporting work in shifts.

Your personal data will be provided by yourselves by filling in the monthly timesheets processed in ARES stating the type of shifts performed, the working time, absences.

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:

- (a) 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;

- (b) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (c) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

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

In order to carry out this processing operation HRU collects the following categories of personal data:

- Name
- Date
- Type of shift
- Work start time
- Work end time
- Lunch break time
- Absences
- Comments

The provision of personal data is mandatory to record the hours worked.

5. How long do we keep your personal data?

Human Resources Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the duration of your career at eu-LISA.

When determining the maximum retention periods, the Agency takes also into account possible legal recourses, legal, auditing, archiving and reporting obligations.

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.

- Heads of Sectors and Line managers of the data subject
- Designated eu-LISA staff members in Human Resources Unit

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.

6. 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 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.

7. 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, EULISA-individualrights@EULISA.EUROPA.EU

- The Data Protection Officer of eu-LISA

You may contact the Data Protection Officer (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) 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.