

PRIVACY STATEMENT

This privacy statement addresses the processing of personal data in relation to the time registration system used at the EEA.

Personal data provided by EEA staff members 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 Human Resources Management group acting as Data Controller, regarding the collection and processing of personal data.

1. Purpose(s) of the processing

The time registration system is used to keep track of the time spent on various projects in EEA. The flexi-time policy aims at improving working conditions and facilitating a healthy co-existence between private and professional life by allowing staff to vary their start/finishing time as well exchanging “credit hours” for time off during core hours.

Your personal data is collected and further processed for the purpose of the management and administration of time registration.

2. Recipients of the data processed

The following persons could have access to the data registered through the EEA time registration system:

- Your direct line manager for the purpose of verification and validation or for the purpose of reopening completed registration when you request him/her to do so for one or another reason;
- Colleagues working in the same programme as yourself can view your registrations;
- A limited number of Finance/HR and IT staff managing the implementation of the time registration system (for consultation, modification and reporting).

3. Personal data concerned

EEA time registration system collects the following data:

- Time registrations on various projects in EEA
- Your ‘present’ or ‘absent’ status (i.e. when flagging the flexi day option)
- your name, function and personnel number are collected in the personnel database and displayed in the time registration system

4. *Obligatory or optional data*

All staff members shall record their working hours in the time registration system on a daily or weekly base. Time recordings should always be completed by Tuesday in the week following (duly saved and marked as 'completed').

5. *Categories of data processed*

See paragraph 3 above.

6. *Modalities for the processing operation*

The entry for the time registration is done in an application available on the EEA intranet. You shall enter the time you have actually spent working, including meetings, training. If you are on annual leave/special leave or sick leave, time should be recorded on the codes 'Leave' or 'sick leave'.

When registering hours per day, the week sum of the hours entered is also automatically calculated. You can always delete the most recent changes by pressing the 'Reset' button. When the time used has been registered, you should always save your registrations when you have finished entering them. When data for the whole week have been filled in, the registrations for that week shall be marked as 'complete'. Once completed the flexi-time balance will be recalculated and completed registrations can no longer be changed.

If you notice an error in the registrations after you have completed them, you must contact your line manager who can 'reopen' any week to make it editable again.

7. *Safeguarding of data processed*

The data collected through EEA time registration system is only accessible to the above mentioned persons (paragraph 2).

The EEA time registration system is hosted on a server of the EEA, the operation of which abides by the EEA's security policy and provisions.

8. *Right of access and rectification*

If you wish to verify, modify or delete the time you registered, you can do it via your access to the time registration system either directly or after having contacted your line manager.

Moreover, you have the right to ask the Data Controller to block your time registrations if their accuracy is contested, for a period enabling the Data Controller to proceed to the verifications (completeness of the data, maintaining them for purposes of proof, etc ...). The Data Controller should reply without delay.

Any request for blocking of personal data shall be addressed in writing at the following address catia.marigo@eea.europa.eu, or to the Human Resources Management group at the following address European Environment Agency, ADS1, Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

9. *Legal basis*

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

- Staff regulation of Officials and Conditions of employment of other servants of the European Communities, and in particular Article 55 thereof;
- Communication of the Commission on the use of flexi-time in the Commission services SEC(2006)956 of 19.7.2006;

- Administrative notice No 62/2006 of 21.12.2006: Guide to flexi-time SEC(2006)1796;
- EEA Flexi-time policy (version 2008).

10. *Legality of processing*

Processing is necessary for the performance of a task carried out in the public interest by the Community institutions and bodies which includes the processing of personal data necessary for the management and functioning of those institutions and bodies (Article 5(a) of Regulation (EC) No 45/2001).

11. *Data retention*

Your data collected through the time registration system is stored for a maximum of ten years, considering the necessity to keep an audit trail of the registering of data.

12. *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.

