

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 operation "*Condeco workplace optimisation solution*" 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 allow eu-LISA - statutory staff (temporary and contract staff) and non-statutory staff (seconded national experts) (jointly referred to as the "Users") to book their workplace station remotely according to the Activity Based Workplace implementation in eu-LISA, maximizing office space and workplace management.

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 it is necessary for each user to manage its space booking based on the organisational rules on space allocation and the User rights. As a general note, the areas (sets of desks) are managed at Unit level and this allows units to define the proper balance between fixed and bookable desks.

- Regulation (EU) 2018/1726, in particular Article 2(b) "(The agency shall ensure continuous and uninterrupted service", that requires the agency to implement the relevant measures for the access to site of personnel during the COVID-19 outbreak.
- Regulation (EU) 2018/1726, Article 2(b) and (f), eu-LISA is required to ensure the protection and continuity of the systems under its responsibility, and to grant a "high level of data protection, in accordance with Union data protection law, including specific provisions for each large-scale IT system". Moreover, eu-LISA

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shall “adopt appropriate measures, including security plans, inter alia, to prevent the unauthorised reading, copying, modification or deletion of personal data during transfers of personal data or transport of data media” (Regulation (EU) 2018/1726, Article 11(3)).

- Article 36(1) of Regulation (EU) 2018/1725, “Union institutions and bodies shall ensure the confidentiality of electronic communications, in particular by securing their electronic communications networks”.

Personal data shall also be processed to extent it is strictly necessary to comply with:

- Decision of the Management Board on Security in eu-LISA 133-REV3 adopted on 27.07.2017, in particular art.17 that enables the implementation of urgent measures under exceptional situations (including threat to the interest of eu-LISA vital for the Agency’s management and functioning).
- Article 1 (e) of the Staff Regulations of officials according to which "Officials in active employment shall be accorded working conditions complying with appropriate health and safety standards at least equivalent to the minimum requirements applicable under measures adopted in these areas pursuant to the Treaties".
- ED Decision on the establishment of the COVID-19 Task Force, in particular, the Amendment to the Decision of the Executive Director of 16 March 2020 on the establishment of the COVID-19 Task Force.
- Decision of Management Board no 133/2016 on security rules in eu-LISA;
- Commission Decision 2015/444 on the security rules for EUCI.

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

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

- Name, contact details and affiliation (First Name, Surname, E-mail addresses)
- e-Communication and/or connection data (Internet traffic, IP and MAC address, user ID, session logs, timestamps, login, access credentials).

The provision of personal data is mandatory to meet a statutory requirement, particularly,

- The decision of the Management Board on Security in eu-LISA 133-REV3 adopted on 27.07.2017, art.17
- Article 1 (e) of the Staff Regulations
- The Amendment to the Decision of the Executive Director of 16 March 2020 on the establishment of the COVID-19 Task Force,
- Decision of Management Board no 133/2016 on security rules in eu-LISA
- Commission’s Decision 2015/444 on the security rules for EUCI].

If you do not provide your personal data, possible consequences are that you will not be able to manage the desk booking.

5. How long do we keep your personal data?

Corporate Services Unit only keeps your personal data for the time necessary to fulfil the booking period. After the booking is ended, the data are deleted from the system.

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

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Access to your personal data is provided to eu-LISA designated staff and Condeco customer service support.

Designated eu-LISA staff members from CSU who will be the administrators in the management of Condeco. All CSU staff will be able to only view staff names assigned to workstations/meeting rooms.

Condeco customer service support (Condeco Software Private Ltd - India) - 24/7 technical support via online ticket portal in case of any issues.

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).

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, eu-LIA ICT Service Desk (corp-IT-sd@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.