



EUROPEAN COMMISSION

MY INTRACOMM CORPORATE PRIVACY STATEMENT

PROTECTION OF YOUR PERSONAL DATA

This is a generic privacy statement, which can be used for the data processing operation within My IntraComm. For details on the personal data collected and further processed for on local sites run by each DG, the data subjects should consult the specific privacy statement of that particular DGs.

Processing operation: *My IntraComm (intranet and collaboration portal/sites run by individual DGs)*

Data Controller: *European Commission*

Record reference: *DPR-EC-01888*

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission 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. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “**My IntraComm (intranet and collaboration portal/sites run by individual DGs)**” undertaken by **European Commission** is presented below.

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

The primary purpose of My IntraComm (MyIC) is to provide an intranet platform for the active staff and service-providers of the European Commission and its Executive Agencies, including social networking and collaboration tools. With its personalised access to information and systems, its objective is to foster staff engagement, satisfaction and productivity.

MyIC users share the same start page, delivering the latest corporate information and tools, while, based on personalisation, they easily access the local information and tools of their DG or service.

Beside its intranet function for the active staff and service-providers of the European Commission and its Executive Agencies (Population-1), MyIC is also, partly, accessible to active staff of other EU institutions/agencies/bodies/joint-undertakings (Population-2), and to the retirees of the EU civil service and other beneficiaries of its pension/health schemes (Population-3). Population-2 and Population-3 enjoy a more basic profiling (simply for access rights management) than Population-1 but all three are subject of personal data processing. My IntraComm social features are restricted to Population-1.

All users are authenticated, not only to achieve various access rights but also to personalise their experience in MyIC.

MyIC host published content (news, pages, documents, images, videos) and draft/working documents in collaborative sites shared at the level of an organisational entity (DG, Directorate, unit,...) or in horizontal group of colleagues from various entities and from the 3 populations of users (described above).

Purpose of the processing operation: European Commission collects and uses your personal information to give you a personalised access to information and systems. For example, it allows you to click “My DG” and be directed to the local site of you DG/service, in MyJobTools, benefit from relevant tools for your Job Family. Also, the Quick-Links of the search bar will hide tools which do not apply to your DG.

Your My IntraComm profile contains basic information (name, contact details, DG/entity, job family and job description) automatically fed from COMREF/SYSPER. If you have marked so, in SYSPER, to publish your picture on internal platforms, it will also be automatically retrieved into

My IntraComm and visible to the active staff and service-providers of the European Commission and its Executive Agencies.

On a voluntary basis, you may enrich this basic profile with more information about yourself, the languages you speak, your interests,... This capacity can also be used by colleagues who indicate their fields of expertise and/or offer to mentor newcomers.

User activity is tracked in My IntraComm in order to establish anonymous statistics about usage, preferences and engagement.

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 on the ground of Article 5.1 (a) of the Regulation 2018/1725 stating that: “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”.

MyIC processing legal bases are SEC(2004)1265 and C(2005)4473 (both documents are legally based on the Reform White Paper (03/2000) Actions 7, 8 and 9) and SEC(2007) 912/8, in particular, insisting on the need to “providing the end user with a personalised portal to information and services”.

In the rules applying to its social features (for example in an online discussion), MyIC forbids users to reveal personal details on other colleagues, and invites them to refrain from revealing such information about themselves. This applies particularly to the special categories of data foreseen by Regulation 2018/1725: data revealing racial or ethnic origin; data revealing political opinions; data revealing religious or philosophical beliefs; data revealing trade union membership; data concerning health; data concerning a natural person's sex life or sexual orientation.

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

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

1. User identifier and data fields imported into MyIC to build the core user profile, including the user's picture (for users who explicitly opted in SYSPER to have their picture visible on internal directories), ex: DG, JobFamily, OfficeLocation;
2. The voluntary profile extensions which each user is free to fill-in and share, ex: Interests, Birthday;
3. The parameters recorded by the user to keep navigation preferences and/or links, ex: PreferredLanguage, MyTags
4. Small ads, polls and content collected by the social features, ex: Small ads, likes, comments.
5. Names/Pictures/videos/recordings of social events.
6. Names/Pictures/videos/recordings of professional meetings and events.
7. News published and pictures/videos/recordings included.
8. Access history and browsing activity.
9. Content management/publishing activity: names of users & time-stamps of creation + modification of each page/document or any other item of content.
10. Websites archived locally.

5. How long do we keep your personal data?

European Commission only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

| | |
|---|--|
| Data categories 1-2-3: User profile + voluntary extensions + navigation preferences | deleted 6 months after the user (staff or service-provider) has left the institution. |
| Data category 4: Small ads, polls and social content | social content and polls are kept during 2 years, then deleted; small ads are deleted 40 days after the end of their publishing period (unless their authors republish them). After 30 days they are removed from the local recycle bin. |
| Data category 5: Names/pictures/videos/recordings of social events | deleted 3 months after their publishing. |
| Data category 6: Names/pictures/videos/recordings of professional meetings and events | provisions of DPR-EC-01063 apply (2-year retention for web-streaming of the meeting/event; 3 months for audio-visual recordings). |
| Data category 7: News published and their pictures/videos/recordings | kept and archived as part of the Commission history. |
| Data category 8: Access history and browsing activity | deleted after 6 months. |
| Data category 9: Content management/publishing activity | deleted 30 days after the item itself has been deleted. |
| Data category 10: Websites archived locally | the Commission foresees an administrative retention period of 2 years for a local copy of a website (in case of complete overhaul or replacement/removal of the site). |

Content management/publishing activity: SharePoint, the Content Management System on which MyIC is built, stores the names & time-stamps of creation & modification together with each page/document or any other item created/modified/published. This data is deleted 30 days after the item itself has been deleted (deleted items are stored during 30 days in temporary recycle bin where content editors/managers may recuperate them).

Back-ups of all My IntraComm data are kept for one month.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

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

Access to your personal data is provided to the Commission 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.

Those who have some access to your personal information can be grouped along the following categories of recipients:

- Users of MyIC from Population-1 (active staff and service-providers of the European Commission and its Executive Agencies)
- Users of MyIC from Population-2: active staff of other EU institutions/agencies/bodies/joint-undertakings
- Users of MyIC from Population-3: retirees of the EU civil service and other beneficiaries of its pension/health schemes
- Site owners/managers, content editors and technical team managing MyIC and its servers (at corporate and at local/DG level)

Populations 1-2-3 of users have access the following fields of other users' profiles: name, title, workphone & email, department, office location/building/number and job description. They also access the extra information voluntary added by colleagues on themselves: AboutMe, AskMeAbout, Fax, Mobile/homePhone, Assistant, Projects, Skills, Universities, Birthday, Interests.

Pictures of staff and social activity are accessible exclusively to users of Population-1.

The technical team managing MyIC and its servers has overall access to the whole information stored on the platform: the supervision in place makes sure that the technical team acts exclusively for the improvement and maintenance and of the platform and secures + destroys any personal data which would be exported in the course of their technical operations.

Site owners/managers are bound to apply standards and settings, in particular to keep users' identification hidden in online surveys.

In case of an enquiry on suspected illegal activity of some users of MyIC, HR.IDOC/HR.DS will receive user data and their activity in MyIC, see [DPR-EC-01149](#) related to investigations.

8. 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. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. 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, HR-MAIL-A4@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.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.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-01888 (accessible directly via: <https://ec.europa.eu/dpo-register/detail/DPR-EC-01888>).