



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

Department D

## **Data Protection Notice**

### **Visual Organisation Chart**

In accordance with the Regulation (EU) 2018/1725 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<sup>1</sup> ('the Regulation'), the European Research Executive Agency ('the Agency' or 'REA') collects your personal information only to the extent necessary to fulfil a precise purpose related to our tasks.

#### **1. WHY DO WE COLLECT YOUR PERSONAL DATA?**

Visual organisation charts are an important tool for communication. The visual presentation immediately conveys both the structure of a service and the way in which the various entities composing it operate together. The organisations charts of Commission DGs, Agencies, Offices and other bodies published on the Europa website are in line with the Commission visual identity and are harmonised.

REA Human Resources and REA Internal Communication collect your personal information and picture to design the organisation chart of the service; it is then published on Europa by the REA External Communication Sector.

The purpose of this processing operation is to collect and use your personal information to design the organisation chart of the service and publish it on Europa.

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

#### **2. WHO IS RESPONSIBLE FOR THE PROCESS?**

The Controller is REA, represented by its Director. For organisational reasons, the role of the data controller has been entrusted by the Director to the delegated controller and is exercised by the Head of Sector D1.001 (External Communication Sector) of the REA. The controller/delegated controller may be contacted via the functional mailbox: [REA-EXTERNAL-COMMUNICATION@ec.europa.eu](mailto:REA-EXTERNAL-COMMUNICATION@ec.europa.eu).

#### **3. WHAT IS THE LEGAL BASIS TO COLLECT YOUR DATA?**

The processing operations on personal data, linked to the publication of the REA visual organisation chart is necessary for the management and functioning of REA, as mandated by the Treaties. Those provisions are in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union.

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<sup>1</sup> 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295 of 21.11.2018, p.39).

- Publication of first and last names, job titles and functions is based on Article 5(1)(a) [Regulation \(EU\) 2018/1725](#).

Publication of first and last names and job title and function of REA staff reflects the obligation of transparency of the EU institutions enshrined in Article 11 TEU, Article 298 TFEU (open, efficient and independent European administration) and Article 41 of the Charter of the Fundamental Rights (right to good administration).

Furthermore, Article 14(2) of the Code of Good Administrative Behaviour explicitly provides that the reply or acknowledgement of receipt to a letter received from a citizen shall indicate “the name and the telephone number of the official who is dealing with the matter, as well as the service to which he or she belongs”.

- Publication of pictures is based on consent and the processing is governed by Article 5(1)(d) [Regulation \(EU\) 2018/1725](#).

Therefore, 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;

(d) the data subject has given consent (or not) to the processing of his or her personal data (picture) for one or more specific purposes specified above.

#### **4. WHICH PERSONAL DATA ARE COLLECTED?**

In order to carry out this processing operation REA Human Resources and REA Internal Communication collect the following categories of personal data: first name, last name, picture (voluntary, consent from data subject is required), job title and function.

#### **5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?**

##### **a. WHO WILL HAVE ACCESS TO THE DATA WITHIN THE AGENCY?**

When processing your personal data to prepare the organisation chart, access is provided to REA 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.

When the organisation chart is published, all REA staff can access the categories of personal data described above (first name, last name and job title). REA staff’s picture will also be accessible if the staff member has given explicit consent.

##### **a. WHO WILL HAVE ACCESS TO THE DATA OUTSIDE THE AGENCY?**

When the organisation chart is published on the Europa webpage of REA, any visitor to the Europa websites can access the categories of personal data described above (first name, last name and job title). REA staff’s picture will also be accessible if the staff member has given explicit consent.

REA will not transfer your personal data to third countries (outside EU/EEA) or international organisations.

In addition, data may be disclosed to public authorities, which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law and shall not be regarded as recipient (such as the European Court of Justice, OLAF, EPPO, etc.). The processing

of those data by those public authorities shall comply with the applicable data protection rules according to the purpose of the processing.

## **6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

We keep your personal data for a period of 5 years, as per the provisions laid down in the Common Retention List for European Commission files (category 12.3.6).

REA Human Resources and REA Internal Communication, as well as REA External Communication Sector only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for updating the visual organisation chart of REA.

## **7. 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.

## **8. WHAT ARE YOUR RIGHTS?**

As data subject, you have specific rights under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify or delete them yourself where necessary by editing the data. In certain cases, you have the right to request restriction or to object to processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a), to request a copy or erasure of your personal data held by the data controller via the email address indicated in section 10 below. Where applicable, you also have the right to object to the processing or the right to data portability.

Your right to information, access, rectification, erasure, restriction or objection to processing, communication of a personal data breach or confidentiality of electronic communications may be restricted only under certain specific conditions as set out in the applicable Restriction Decision in accordance with Article 25 of Regulation (EU) 2018/1725.

You have consented to provide your profile picture to REA Human Resources and REA Internal Communication and REA External Communication for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

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**

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the following email address: [REA-EXTERNAL\\_COMMUNICATION@ec.europa.eu](mailto:REA-EXTERNAL_COMMUNICATION@ec.europa.eu)

Further to the above, the following instances can be addressed to:

REA Data Protection Officer (DPO): [REA-DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:REA-DATA-PROTECTION-OFFICER@ec.europa.eu)

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu).