

**PRIVACY NOTICE FOR
OLAF STAFF PARTICIPATION IN EXTERNAL
WORKSHOPS, SEMINARS, CONFERENCES**

1. DESCRIPTION OF THE PROCESSING OPERATION

OLAF manages the participation of OLAF staff in seminars, conferences, events covering ANTI-FRAUD/corruption or related matters, both those which are financed by OLAF and those which are not.

The purpose of the processing is to ensure the participation of OLAF staff in those events, in particular when following up requests. It ensures the adequate internal management of OLAF staff and allows for overview for statistical purposes.

OLAF receives an invitation from the organising body with an agenda / programme and the contact name(s) of the organiser(s) of the event. The invitation may arrive via:

- External email after visiting the OLAF website from within the "contacts" button, by sending a request to the dedicated functional mailbox and receiving a "Speaker Request Form" to be completed and sent to OLAF's dedicated functional mailbox.
- Ares internal mail;
- External mail directly from the organiser.

OLAF's Communication team provides an opinion on whether the content of the event falls within OLAF's competence and whether the participation of an OLAF speaker is suitable. OLAF's communication team sends an email, forwarding the request to one or more OLAF Heads of Unit in order to know which OLAF staff member volunteers as a possible speaker or participant.

As soon as the OLAF speaker is identified, the organiser is informed of his/her name in an email, sent by OLAF's communication team, with the OLAF speaker in copy in order to contact him/her directly for any further information.

After that, the concerned OLAF speaker fills a speaker request in the DSP platform (database of Speakers and Presentations) mentioning the name and address of the organisation responsible for the event. The database is an internal tool to manage the validation path from the Head of Unit to the Director-General by electronic approval. None of the OLAF processing operations involves an automated decision-making or profiling.

2. LEGAL BASIS FOR THE PROCESSING

The legal basis for this processing is Article 5 paragraph (a) of Regulation (EU) 2018/1725. In particular: Articles 2 & 3 of Commission Decision No 1999/352/EC, ECSC, Euratom, OJ L 136, 31.5.1999, p. 20; Regulation (EU, EURATOM) No 883/2013, OJ L 248, 19.9.2013, p. 1; Article 24a of the Staff Regulations.

3. CATEGORIES OF PERSONAL DATA COLLECTED

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

- For the representatives of public or private bodies or individuals who invite OLAF staff to participate in such events: name, e-mail, professional phone, address of the organisation;
- For OLAF staff who participate in external seminars and conferences: name, title, duration of the event.

The provision of the personal data is mandatory in order to be able to contact you in view of the participation of an OLAF member of staff in your event.

4. WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IS IT DISCLOSED?

OLAF staff responsible for carrying out this processing operation has access to your personal data. The data of the OLAF selected OLAF staff is provided to the organisers of the event.

5. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?

In order to protect your personal data, a number of technical and organisational measures have been put 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 data being processed. Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.

6. HOW LONG DO WE KEEP YOUR DATA?

Your personal data may be retained by OLAF for a maximum of 5 years.

7. WHAT ARE YOUR RIGHTS AND HOW YOU CAN EXERCISE THEM?

You have the right to request access to your personal data, rectification or erasure of the data, or restriction of their processing. You have the right to object to the processing of your data.

Any request to exercise one of those rights should be directed to the Controller (OLAF-FMB-DATA-PROTECTION@ec.europa.eu). Where you wish to exercise your rights in the context of one or several specific processing operations or files, please provide their description and reference(s) in your request. Exceptions based on Regulation 2018/1725 may apply.

8. CONTACT DETAILS OF THE DATA PROTECTION OFFICER

You may contact the Data Protection Officer of OLAF (OLAF-FMB-DPO@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation(EU)2018/1725.

9. RIGHT OF RECOURSE

You have the right to have recourse 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 OLAF.