

## PRIVACY NOTICE FOR THE OLAF INTRANET AND INTERNAL COMMUNICATION

### 1. DESCRIPTION OF THE PROCESSING OPERATION

The sharing of photos in the OLAF intranet Who is Who section helps OLAF staff identify and find details about their colleagues in OLAF. Each member of staff agrees to this publication by uploading their photo in Sysper. This is essential for a smooth, efficient and effective professional co-operation within the service. It also contributes to a positive working environment.

Photos taken during staff events are published on the OLAF intranet (in a photo gallery) or are featured in the monthly newsletter sent to all staff by email. Each member of staff and eventual external participant is informed ahead of the event of the possibility to opt out from having their picture taken. Pictures that are not published are kept in a folder on the shared drive of the Communication team, for 1 year.

The processing of your data will not be used for an automated decision-making, including profiling.

### 2. LEGAL BASIS FOR THE PROCESSING

The legal basis for this processing is Article 5.1 (d) paragraph of Regulation(EU) 2018/1725.

### 3. CATEGORIES OF PERSONAL DATA COLLECTED

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

For the Who is Who: name, first name, directorate, unit, job title, assignment: building, floor, office, email address, photo. The provision of these data is mandatory for Sysper (except the photo), which is the source of the data displayed in the intranet Who is Who.

For OLAF events and meetings: photo, name, first name, organisation

The provision of photos is not mandatory.

#### **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. In addition, photos published on the OLAF intranet are accessible to staff of OLAF, Commission DGs, Executive Agencies and the European External Action Service. Recipients of the monthly newsletter are OLAF staff.

#### **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?**

In the Who is Who section of the OLAF intranet photos are kept as long as the staff member authorises the publication of his/her photo in Sysper. At the latest, the photo is removed as soon as the OLAF staff member leaves OLAF.

Photos of events published on the OLAF intranet are kept for 3 years in the intranet photo galleries. Photos of events not published on the OLAF intranet are kept for 1 year.

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

You have consented to provide your personal data to be published on the OLAF intranet and in the staff newsletter for the present processing operation. You can withdraw your consent at any time by notifying the controller. The withdrawal will not affect the lawfulness of the processing before the consent was withdrawn.

You have the right to request access to your personal data, rectification or erasure of the data, or restriction of their processing. Please note that data displayed in the Who is Who reflect the data included in Sysper, thus any request relating to this set of data has to be first addressed within this system.

Any request to exercise one of those rights should be directed to the Controller ([OLAF-FMB-DATA-PROTECTION@ec.europa.eu](mailto: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](mailto: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](mailto: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.