

**PRIVACY NOTICE FOR
VERIFICATION OF THE SALARY OF OLAF EXTERNAL STAFF**

1. DESCRIPTION OF THE PROCESSING OPERATION

A protected Excel spreadsheet is maintained by Unit 0.2 (Budget) containing the gross salary of each member of OLAF external staff (contractual agents and seconded national experts).

These data are used to verify that all and only OLAF agents are paid from the OLAF budget, and to keep closely abreast of budget execution and allow end-of-the-year forecasts of the corresponding budget line, as no contract may be signed if budgetary coverage for the duration of the contract is insufficient

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 paragraph 1(a) of Regulation(EU) 2018/1725.

The legal basis is also COUNCIL REGULATION (EC, Euratom) No 2018/1046 of 18 July 2018 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 193, 30.072018), in particular its Chapter 7 related to sound financial management and performance.

3. CATEGORIES OF PERSONAL DATA COLLECTED

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

- contractual agent, national expert;
 - personnel ID number (NUP);
 - grade;
 - basic monthly salary and allowances;
 - marital status.

The source from which your personal originate is the PMO data base (NAP). They are obtained via "Business Objects" financial reports.

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.

Access to the private data in your file is restricted to one person in the Budget unit who is responsible for the budget, so that he/she can correct, modify and delete the data as necessary. In addition, to ensure sound contract management, the members of the OLAF HR BC team, in charge of monitoring the number of running contracts for external staff, receive PDF-files with the data on a monthly basis.

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.