

October 2016

PRIVACY STATEMENT FOR THE OLAF CONTENT MANAGEMENT (OCM)
(OLAF DPO- 208)

1. DESCRIPTION OF THE PROCESSING OPERATION

OLAF Content Management ("OCM") is a case and document management tool used to conduct OLAF investigations and other activities to protect the financial interests of the European Union in accordance with the Regulation 883/2013.

The system contains and uses the personal data of OLAF staff insofar as it is necessary to allow staff and their function and roles to be identified. All data is imported from the European Commission's human resources database and cannot be edited, deleted or added to.

The data is used in OCM to enable operations on documents and case data such as establishing and managing access rights for the users on a need to know basis with relevant audit trail; creating workflows for the creation of documents and ensuring their relevant classification, assignment and disposal.

The processing operations relating to the OLAF investigative functions are described in the relevant data protection notifications Dismissed cases, Internal investigations, External investigations, Monitoring of the implementation of the OLAF recommendations.

2. WHAT PERSONAL INFORMATION DO WE COLLECT, FOR WHAT PURPOSE, AND THROUGH WHICH TECHNICAL MEANS?

OCM uses DIGIT COMREF as a data source for information relating to staff: PERSONNEL NUMBER, LAST NAME, FIRST NAME, USER NAME, EMAIL, CITY, BUILDING, FLOOR, OFFICE, ADDRESS, TELEPHONE, JOB TITLE, ORGANISATION, NIVEAU, JOB ID, TFN ID, TOJ CD, DATE (POSITION) FROM / DATE TO. This data cannot be edited, deleted or added to.

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

Personal data of the OCM users is accessible to OLAF staff responsible for the management.

4. 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. Concerning unauthorised access to equipment and data, the OLAF secure premises, protected by OLAF-specific physical security measures, host all

hardware; network firewalls protect the logic perimeter of the OLAF IT infrastructure; and the main computer systems holding the data are security hardened. How long do we keep your data?

Personal data for this processing operation will be kept for a period of 15 years.

5. HOW CAN YOU VERIFY, MODIFY OR DELETE YOUR INFORMATION?

You have the right to access the personal data we hold regarding you and to correct and complete them. Upon request and within three months from its receipt, you may obtain a copy of your personal data undergoing processing. Any request relating to the processing of your personal data should be directed to the Controller (olaf-fmb-data-protection@ec.europa.eu). Exemptions under Article 20 (1) (a) and (b) of Regulation 45/2001 may apply.

6. 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 45/2001 have been infringed as a result of the processing of your personal data by OLAF.