

PRIVACY NOTICE FOR EXIT INTERVIEWS PROCEDURE IN OLAF

1. DESCRIPTION OF THE PROCESSING OPERATION

OLAF organises voluntarily Exit interviews staff departing from OLAF as means to get staff feedback on a systematic basis and receive information concerning:

- Reasoning and concerns of departing staff;
- Staff satisfaction and management issues;

Exit interviews at OLAF will be conducted with departing staff of the following categories: officials, temporary agents and contract agents.

Interviews will be held for the following types of departures:

- Mobility to another Commission service/ EU Institution/Agency;
- End of contract / Resignation;
- Retirement;
- Temporary departures (i.e. secondments, leave on personal grounds and other temporary departures for a period longer than 6 months).

Participation in the exit interviews will be on a voluntary basis with strong emphasis on confidentiality. There is no consequence to decline to participate. Designated member(s) in the OLAF Business Continuity Team will be responsible to conduct exit interviews and safeguard the information provided by staff members, whether in electronic or paper format.

Only responsible members of the OLAF Business Continuity Team will access the data.

The interview will be conducted in a structured way, based on the established questionnaire, either orally or in writing. Oral discussion is the preferred means, but an electronic questionnaire will also be offered as an alternative to a face-to-face meeting. Staff members who prefer to remain completely anonymous will be offered the possibility to return the completed questionnaire by internal mail (post mail)

The data and information gathered during the exit interviews will be analysed in a generalised report (without mentioning individual examples) and will serve as a basis of further development of HR practices and policies in OLAF. The report will be issued within 12 months after the start of the interviews, and thereafter on a yearly basis (with the possibility to

shorten this period to 6 months depending on the number of departing officials and interviews held).

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 (d) of Regulation (EU) 2018/1725.

3. CATEGORIES OF PERSONAL DATA COLLECTED

The personal data collected and further processed are:

Job title (Position, Directorate, and Unit), administrative status, grade category (AD, AST or SC), gender, age group. It is important to gather this personal information as it will be generalised into statistical data and will help the OLAF HR Business Continuity Team identify possible specific trends or issues relating to staff departure.

The name and surname of the interviewees will not be collected.

The provision of the personal data is not mandatory.

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

Only the responsible staff member(s) of the OLAF HR BC Team will have access to the personal data and other information collected in the context of these interviews.

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 data will be stored until a generalised report is issued and presented to OLAF management, at the latest 6 months after the period covered by the report. Your data will thereafter be destroyed.

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

You have consented to provide your personal data to OLAF 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.

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.