

March 2012

**PRIVACY STATEMENT FOR
INVESTIGATIONS BY THE OLAF DPO
(OLAF DPO-111)**

1. DESCRIPTION OF THE PROCESSING OPERATION

The OLAF Data Protection Officer may investigate matters and occurrences directly relating to her tasks which come to her notice. The DPO reports back to the person who commissioned the investigation or the controller. The DPO may carry out these investigations on her own initiative or at the request of OLAF (the Director General), the controller, the Staff Committee concerned or any individual. The DPO may assist the EDPS, on his request, in his investigations.

The legal basis for this processing operation is the annex to Regulation (EC) 45/2001.

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

The following personal data may be collected in the course of a DPO investigation: name, first name, directorate, unit, telephone number, e-mail address, information concerning the person related to the matter under investigation.

The purpose of the processing is to investigate matters and occurrences directly relating to the tasks of the DPO and which come to her notice to determine whether a violation of data protection provisions has occurred, and report back to the person who commissioned the investigation or to the controller.

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

In addition to the OLAF DPO, the following persons potentially and as appropriate and applicable may have access: controllers, delegated controllers, the EDPS.

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. Administrative measures include the obligation of all personnel having access to the system to be security vetted, and service providers maintaining the equipment and systems to be individually security cleared and to have signed non-disclosure and confidentiality agreements.

5. HOW LONG DO WE KEEP YOUR DATA?

The data from an investigation will be retained for five years after it has been completed.

6. 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 for access, rectification, blocking and/or erasing 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.

7. 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.