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 provides a timely reply to the person who requested the investigation and/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 purpose of the processing is 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.

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

The controller of this processing operation is the Data Protection Office.

2. **LEGAL BASIS FOR THE PROCESSING**

The legal basis for this processing is Article 5 paragraph (a) of Regulation (EU) 2018/1725.

The legal basis is Article 45(2) of the Regulation 2018/1725.

3. **CATEGORIES OF PERSONAL DATA COLLECTED**

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

Some of the data are directly provided by the data subjects on voluntary basis. Data can also originate from other sources including, where relevant OLAF casefiles.

4. **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.
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 five years after it has been completed, unless they form part of OLAF’s investigation file and will be stored for a maximum of 15 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.

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.

The controller may apply exceptions in accordance with Regulation (EU) 2018/1725 and restrictions based on Article 25 thereof in accordance with the relevant Commission Decision.

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