PRIVACY NOTICE FOR
PRESENCE REGISTRATION FOR OLAF STAFF AT OLAF’S PREMISES

1. DESCRIPTION OF THE PROCESSING OPERATION

In the context of the COVID-19 pandemic, OLAF records the presence of OLAF staff at the OLAF premises as only limited number of persons can be simultaneously present. To plan the presence of OLAF staff within the allocated presence quota, a share point database is created and stored securely.

The line managers follow the guidance provided by DG Human Resources and security and attribute presence days to their staff. They record the dates and the purpose of such presence. In addition, the presence database may be used, if necessary, for contact tracking and tracing should a COVID-19 case be registered at OLAF during this period.

The controller of the presence registration list is the Director-General of OLAF. All managers, their secretariats, the DG team staff have access to the data, which are securely stored on OLAF IT infrastructure.

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 and (e). The processing is necessary for the management of the staffs’ working in accordance with the Staff regulations.

3. CATEGORIES OF PERSONAL DATA COLLECTED

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

- Name, unit and date and purpose for presence at the office (OLAF staff);
- Name, Unit of OLAF management provided with access rights and logs.

The source of the personal data is the managerial input in the Share point database.
4. **Who has access to your information and to whom is it disclosed? How do we protect your information?**

Only competent OLAF staff, including managers, their secretariat and the DG Team have access to the data.

5. **OLAF staff responsible for carrying out this processing operation has access to your personal data. How do we protect 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?**

OLAF may retain your personal data for the period necessary to complete the transitional phase where only limited number of staff can simultaneously be at the OLAF premises. The data will be deleted 6 months after the end of this transitional period.

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.