

**PRIVACY NOTICE FOR
PROCESSING OF REGISTER FOR DATA PROTECTION RECORDS (OLAF DPMS)**

1. DESCRIPTION OF THE PROCESSING OPERATION

The OLAF Data protection management system (DPMS) allows an online filing of data protection records in accordance with Article 31(5) of the Regulation (EU) 2018/1725. The DPMS has a public interface that serves as the central register of the OLAF's processing activities. This central register is freely accessible to the public.

The system allows initiating and managing the internal workflow for completion and insertion of the records into the register. The OLAF DPO initiates the draft record, while delegated controllers/ editors have to complete. Upon a review process, the records are published by the record editor in the register.

In order to use this tool, the necessary access rights need to be granted to the individuals working on the records of processing and for this purpose, their personal data are processed. The personal data of DPMS users such as name, surname, email, unit, directorate, are collected from and verified automatically against the Commission's directory system (COMREF). As part of the management of records of processing, personal data processed for granting access rights are also processed for the sending of automatic notifications via e-mail that concern the records of processing on which the respective individuals are working.

The personal data of staff members filling in the record (OLAF DPMS users) are not published.

2. LEGAL BASIS FOR THE PROCESSING

The legal bases for the processing are Article 5(1)(B) and Article 31 of Regulation (EU) 2018/1725.

3. CATEGORIES OF PERSONAL DATA COLLECTED

The information collected is: name, first name, function, directorate, unit email address as well as information on the action taken by the DPMS user (e.g. date, action, comment). The data subjects are controllers, delegated controllers, record editors, OLAF DPO and Deputy DPO.



Personal data are extracted from the Commission COMREF system or also provided by the users.

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

Only the Controller and the DPO have read, write and update access to the personal data of the Controller, and the Delegated Controllers and record editors in the Register. The data can be accessed by technical support staff.

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 in the register as long as the processing operation you are associated with is operational.

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.

Exceptions under Regulation (EU) 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.

