

**PRIVACY NOTICE FOR
MANAGEMENT OF EXTERNAL FORENSIC TRAINING EVENTS IN THE AREA OF DIGITAL
FORENSICS**

(OLAF DPMS-__)

1. DESCRIPTION OF THE PROCESSING OPERATION

Controller: Head of Unit of C3 - Operational Analysis & Digital Forensics

OLAF organizes external training events in the framework of the European Commission's HERCULE III Programme in the area of Digital Forensics and Analysis. Participants in these events are personnel of law enforcement services from the EU Member States, candidate countries or third countries competent in the fight against fraud and corruption, as well as personnel of the European Commission DGs and other European institutions.

Once a decision is taken to organise the external computer forensic training event (usually, two training sessions per year), a service contract is signed with the service providers, in charge respectively of the conference organisation and of the delivery of the training.

Training candidates are nominated by their services based on specific admissibility conditions specified by OLAF to the candidates in the call for manifestation of interest and registration.

A list of candidates is collated by the external conference organizer with the persons who have registered via the online registration process. This list is sent to OLAF for verification and selection of participants.

A list of the selected trainers is also created for each event by the service provider in charge of the delivery of the training. This list is sent to OLAF for agreement on the proposed trainers. These data are also sent to the external conference organizers for logistical purposes.

The candidate file comprises the names, titles and full (professional) contact details and specialized training history of all applicants. These details are stored in a database managed by OLAF.

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

Selected contact information from this register (telephone numbers and e-mail addresses) may be communicated to the training participants, after the event, for networking purposes, only if the participant concerned has given his/her prior consent.

The external service provider responsible of the training delivery receives only the name and e-mail addresses of the participants for organizational purposes.

2. LEGAL BASIS FOR THE PROCESSING

The legal basis for this processing is Article 5 paragraph a) of Regulation(EU) 2018/1725 and the Decision No 878/2007/EC of the European Parliament and of the Council of 23 July 2007, amended and extended Decision No 804/204/EC of 21 April 2004 which establishes a European Union action program to promote activities in the field of the protection of the European Union's financial interests (Hercule programme).

3. CATEGORIES OF PERSONAL DATA COLLECTED

In order to carry out this processing operation OLAF collects the following categories of personal data for both trainers and participants:

- identification data (name, birth date),
- contact data (professional address, professional and personal telephone and fax numbers, professional and personal e-mail addresses),
- professional data (professional title, specialised training history).

The purpose of collecting this data is to manage efficiently the Digital Forensic and Analysis external training events, to provide counterparts and training participants with contact information of the students in order to facilitate the event itself and to improve future cooperation and networking with OLAF and between the participants' services. The provision of the personal data is mandatory to meet contractual and statutory requirements. Possible consequences of failure to provide the data are the non-selection of the applicants/trainers to attend the training events.

OLAF receives the personal and professional data of trainers from the external training organiser by means of a selection and registration process for trainers. Furthermore, OLAF receives the personal and professional data of training candidates from the external conference organiser by way of an online registration process of applicants further to a call for expression of interest launched by OLAF. In both cases, the registration process is managed by the external conference organiser on behalf of OLAF. Occasionally, OLAF also receives personal and professional data of trainers and participants directly from the individuals concerned, or through their respective agency/company/institution.

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

OLAF staff responsible for carrying out this processing operation and the external service providers has access to your personal data.

In addition, your data (limited and official contact information, such as telephone numbers and e-mail addresses) may be transferred to the training participants subject to your prior consent, at the end of the training events. This would be done in order to facilitate interagency cooperation and for networking purposes.

Due to the wide list of participating countries your personal contact data may be transferred to participants from third countries or to international organizations in accordance with Regulation 2018/1725. This will happen only if you have given your prior consent.

In response to a specific inspection or audit, any or all information from the data base and/or other files listing trainers/training candidates may be provided to the bodies responsible for inspection and audit in accordance with European Union legislation.

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?

The OLAF European Digital Forensic and Analysis training database and the lists of training participants and trainer contact details, together with all documentation related to a specific training event, are retained for a period of 10 years from the date of registration of the applicant, in accordance with the requirements of the Financial Regulation.

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. Also 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.