

February 2023

## PRIVACY NOTICE FOR OLAF VISITS

### 1. DESCRIPTION OF THE PROCESSING OPERATION

OLAF's communication team, acting as controller, receives visit requests from either an individual or an organisation (e.g. private/public body, international organisation) through the OLAF visit request form available upon request by sending an email to OLAF's dedicated functional mailbox. OLAF's communication team manages the participation of OLAF staff in OLAF Visits.

OLAF's communication team considers whether the content of the event is in OLAF's interest and whether a visit should be organised by OLAF or by the Visitors' Centre of the European Commission (with the possible participation of an OLAF speaker). In both cases the unit informs by email the requester about the follow-up given.

In case where the visit is in OLAF's interest and is organised by OLAF, OLAF's communication team staff liaise with the requester (practicalities, any exchange of information needed ahead of the visit) and coordinate internally with OLAF staff involved in the visit program, as appropriate.

OLAF receives a request from the organising body and the contact name(s) of the organiser(s) of the event. The invitation may arrive via:

- External email after visiting the OLAF website from within the "contacts" button, by sending a request to the dedicated functional mailbox.
- Ares internal mail;
- External mail directly from the organiser.

The personal data are also stored in a visit requests' overview excel table available from the OLAF's communication team common drive.

The purpose of the processing at OLAF is:

- to have an overview of ongoing visit requests at OLAF and urgent visit requests;
- to follow-up the visit requests;
- to maintain statistics on number of visit requests and type of follow-up given;
- - to maintain statistics on participation of individual OLAF staff members.

In case where the visit is organised by the Visitors' Centre of the European Commission, the requester is invited by OLAF's communication team staff to submit a request to the Visitors' Centre via Internet, indicating when registering if s/he wishes to get a presentation on OLAF as part of the visit.

As regards the logistic part of the organisation, the relevant data concerning the participants are collected only via the V-pass application managed centrally by the European Commission, to allow entering the OLAF premises on the day of the visit.

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 5.1(a) of Regulation(EU) 2018/1725. In particular: Articles 2 & 3 of Commission Decision No 1999/352/EC, ECSC, Euratom, OJ L 136, 31.5.1999, p. 20; Regulation (EU, EURATOM) No 883/2013, OJ L 248,19.9.2013, p. 1

Where photos or videos, are processed this is based on explicit written consent form which kept by the organiser.

## **3. CATEGORIES OF PERSONAL DATA COLLECTED**

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

The personal data collected in the visit request form available upon request by sending an email to OLAF's dedicated functional mailbox consists of:

For the representatives of public or private bodies or individuals who request a visit at OLAF: name (institution/contact person), address, e-mail, phone number, proposed date, number of persons, reason for visit, group composition, topics interest, special requirements, previous visits, language.

The provision of the personal data is mandatory for those interested to visit OLAF.

OLAF staff might ask you for your consent for:

- Taking photos and videos during the visit to be used in EU communication activities, including OLAF's social media platforms (Twitter ; LinkedIn and any new other social media platform that OLAF may create/use).

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

OLAF's communication team staff responsible for carrying out this processing operation has access to your personal data.

## **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 5 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. 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 ([OLAFFMB-DATA-PROTECTION@ec.europa.eu](mailto:OLAFFMB-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](mailto: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](mailto: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.



