



PRIVACY STATEMENT ON PROCESSING OF PERSONAL DATA IN: Covid-19 manual contact tracing

1. Context

The European Union Satellite Centre (SatCen) processes the personal data of a natural person in compliance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This privacy statement explains SatCen's policies and practices regarding its collection and use of your personal data in Covid-19 manual contact tracing procedure, and sets forth your data protection rights.

2. Identity of the controller, processor and Data Protection Officer

- **Controller:** Head of Administration, European Union Satellite Centre (SatCen), Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, administration@satcen.europa.eu
- **Processor:** Europreven Servicios Prevención de Riesgos Laborales, SL,
- **Data Protection Officer:** SatCen Data Protection Officer, Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, dpo@satcen.europa.eu

3. Why does Administration division process such personal data?

The purpose of the processing operation is to assess the spread of a contagious disease and if possible prevent additional infection by isolating contact persons before being contagious and thus spreading themselves the disease.

4. What personal data does Administration division process?

The SatCen processes the Staff Member's name, ID, post, organisation, SatCen close contacts in the past days, and medical information specific to the Covid-19 infection (positive result) – health data, in the terms of article 10 of Regulation 2018/1725.

5. What are the legal bases for the processing?

The legal basis of the processing operation:

Processing of health data of the SatCen Staff:



Article 10 (2)(b) – the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law insofar as it is authorized by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Article 10(2)(h) – the processing is necessary for the purposes of preventive or occupational medicine, for the assessment of working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services and on the basis of Union law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3.

Following the principle of good administration, and the general duty of care that derives from therein, the SatCen, as an employer, has the obligation of protecting the health of its Staff and preventing the contraction of diseases in the workplace, as well as guaranteeing a safe work environment, as defined in the SatCen Health and Safety Policy.

Such obligation is reflected in the SatCen Staff Regulation, in particular regarding the case of infectious diseases (Annex VIII (2)(a) of the Staff Regulations), in which case communication from the Staff Member to the Head of Administration is mandatory and the Staff Member's subsequent conformation to health precautions that may be prescribed by that officer.

Processing of data is necessary to inform contractors/visitors of possible close contact with a Covid-19 positive case at the SatCen.

Article 5(1)(a) – processing is necessary for the performance of a task carried out in the public interest.

6. Who has access to your personal data and to whom is it disclosed?

The recipients of the data are:

- SatCen Covid-19 coordinator,
- Head of Administration,
- Head of Division of Covid-19 positive Staff Member
- Director and
- External Medical Provider
- In case of a positive PCR, anonymous data will be transmitted to the Spanish Health Authority by the External Medical Provider.

7. For how long does Administration division keep your data?

The data collected for this specific purpose will be stored for a maximum of 14 days, and then deleted.

8. What are your rights concerning your personal data?



EUROPEAN UNION SATELLITE CENTRE

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COVID-19 MANUAL CONTACT TRACING

Data subjects have the right of access, rectification, erasure and reception of their personal data or restriction of processing at any time, provided that there are grounds for the exercise of this right, as per Articles 17 to 24 of Regulation (EU) 2018/1725.

Any correction of your personal data will be taken into consideration from the data protection point of view.

The SatCen will answer the request without undue delay, and in any event within 1 month of receipt of the request. However, according to Article 14(3) of Regulation (EU) 2018/1725, this period may be extended by up to 2 months where necessary, taking into account the complexity and number of requests. The SatCen will inform the data subject of any such extension within 1 month of receipt of the request, together with the reasons for the delay.

9. Whom should you contact if you have questions/queries concerning the processing of your personal data?

Any query concerning the processing of personal data in the context of covid-19 manual contact tracing should be directed to the following email address: administration@satcen.europa.eu

You may also contact the Data Protection Officer of the SatCen (dpo@satcen.europa.eu).

Recourse

You have the right to lodge a complaint to the European Data Protection Supervisor if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data at: edps@edps.europa.eu