



PRIVACY STATEMENT ON PROCESSING OF PERSONAL DATA IN: Leave

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 leave procedures, and sets forth your data protection rights.

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

- **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
- **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
- **Processor:** European Union Intellectual Property Office - the electronic backup of the data is stored in the SatCen backup servers with access control measures hosted by the European Union Intellectual Property Office in its headquarters in Alicante, for a period of 1 month.

3. Why does Administration division process personal data?

The purpose of the processing is to manage the leave of SatCen staff members due to annual leave, home leave, sick leave, special leave, part-time and unpaid leave.

4. What personal data does Administration division process?

The categories of data collected and used for this processing operation are the following:

- Electronic requests submitted by each staff member include name, surname, name of substitute and duration (from- to) (mandatory data), and comments (optional).



- Special Leave: (marriage of a child, death of an immediate kin, serious illness, maternity leave, marriage leave, paternity leave, parental leave, home leave, etc.): request and certificate / justification must be provided to one of the two case officers in charge of leaves.
- Sick leave: sick leave certificates are required within three days of ceasing work.
- Unpaid leave: request and certificate / justification must be provided.
- Part-time leave due to medical or not reasons; request and certificate / justification must be provided
- Annual leave and home leave: request.

5. What are the legal bases for the processing?

The legal basis of the processing operation:

- Sick Leave: Annex VIII, Sick Leave, Maternity and Paternity, Parental Leave and other Special Leave of the Staff Regulation of the SatCen (see attached) published on 15 May 2017 (Council Decision (CFSP) 2017/824);
- Leave: Chapter V, Internal Organisation, Art.22-23 of the Staff Regulation of the SatCen (see attached) published on 15 May 2017 (Council Decision (CFSP) 2017/824);
- Implementing rules part-time, Art.20 of the Staff Regulation of the SatCen (see attached);
- Implementing Rule for Article 19(8) of the SatCen Staff Regulations concerning Hours of work (see attached);
- Implementing Rule on the general provision for Article 22.2 of the SatCen Staff Regulations concerning Unpaid Leave (see attached);
- Lawfulness of the processing: Article 5(1)(c) of Regulation (EU) 2018/1725 – the processing is necessary for the performance of a contract to which the data subject is party.

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

The recipients of the data are:

- SatCen HR staff;
- In rare problematic cases where justifications provided by the staff member are insufficient, the Director or Deputy Director may intervene;



- Possibly the Appeals Board (Article 28 of the SatCen Staff Regulations);
- The SatCen College of Auditors or other auditors appointed by funding institutions;
- Possibly the Ombudsman;
- Possibly National Jurisdictions.

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

The time limits for storing the data are the following:

- All original certificates are kept for a maximum of two years, unless the data subject has had recurrent sick leaves that may result in future interventions by the Administration (firing, invalidity board, disciplinary, etc.).
- The SatCen keeps the administrative data (name, surname and duration) of its staff members for five years after the annual audit has been completed in light of the SatCen Financial Regulation. The data submitted to audit are the following data: name initials and number of hours of work.
- Exceptionally, in the case of the staff members in charge of EU projects financed by the European Commission their administrative data (name, surname and duration) are kept throughout the duration of the project the staff member is involved in. An audit takes place after each project has been completed. Their data are kept for five years after the end of the audit in accordance with the EU Financial Regulations.

8. What are your rights concerning your personal data?

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.

In case you wish to verify which personal data is stored on your behalf by the SatCen, have it modified, corrected, or deleted, or restrict the processing, or object to it or to exercise the right to data portability, please send an explicit written request to contacts detailed below. 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 Leave procedures of permanent and temporary staff 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