



PRIVACY STATEMENT ON PROCESSING OF PERSONAL DATA IN: Teleworking

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 Teleworking, 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 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 identify the persons authorized to telework under various criteria such as telecommuting options, the interest of the service or the motivation of the person.

4. What personal data does Administration division process?

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

- The staff member who requests teleworking should submit a justification to his supervisor for authorisation.
- Once authorised, the staff member should submit a request via the SatCen Absence Management System by clicking at the appropriate box "telework",



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indicating the start and end of the teleworking, as well as the name of the
appropriate supervisor who will validate his request.

- The administration validates the request.

5. What are the legal bases for the processing?

Lawfulness of the processing: Art 5.1(a) of the Regulation (EU) 1725/2018 – processing is necessary for the performance of a task carried out in the public interest.

The Chapter V, Internal Organisation, Art.20 of the Staff Regulation of the SatCen published on 15 May 2017 (Council Decision (CFSP) 2017/824) lays down the rules applicable to Teleworking.

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

The recipients of the data are:

- SatCen HR staff;
- The supervisor of the staff member;
- Director or Deputy Director may intervene;
- Possibly the Appeals Board (Article 28 of the EU 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 and how is it stored?

The time limits for storing the data are the following:

- The data of staff members (kept in the personal file) are kept for a maximum of two years after the adoption of the decision taking into account any potential recourse.
- As to the administrative data kept in the SatCen database, they are kept for five years after the annual audit has been completed and an audit following the end of an EU Project in light of the SatCen Financial Regulations.
- the electronic backup of the data is stored in 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.

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.



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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.

Your request will be answered 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 you 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 Teleworking 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