

## **PRIVACY STATEMENT**

### **regarding the processing of personal data related to missions management**

This privacy statement provides information relating to the processing of personal data of ECHA staff (temporary, contractual, interim, trainees) within the framework of missions.

Mission is travel away from the place of employment solely in the interest of the service that requires travel outside the Helsinki metropolitan area (Helsinki, Espoo, Kauniainen and Vantaa).

Before a mission takes place, a Mission Order has to be created for each traveller and approved electronically as soon as possible in the MiMa application for all travels outside the place of employment even if no reimbursable expenses are foreseen during the mission, for insurance purposes. All relevant information for the planned mission must be included in MiMa, (e.g. transportation, accommodation, derogations, invitation, agenda, and price comparison).

#### **What is the purpose of the collection of personal data?**

The personal data shall be processed by ECHA for the purpose of managing the missions, authorised travels and reimbursement of the related travel costs.

#### **What is the legal basis for processing your personal data?**

The legal basis for the processing can be found in Article 5.1(a) of Regulation (EU) 2018/1725, and Article 71 of the EU Staff Regulations, and Articles 11-13 of Annex VII of the EU Staff Regulations.

#### **What personal data is collected?**

The following categories of personal data are collected:

- Name
- Contact details (email address, telephone number, mobile telephone number, department)
- Date of birth (when booking tickets)
- Economic and Financial details
- Data concerning missions (place, date, transport, mission expenses)
- Travel document information (passport information)

#### **Who has access to your personal data and to whom is it disclosed?**

The data collected will only be disclosed to the authorised staff according to the 'need to know' principle:

- ECHA staff responsible for carrying out this processing operation (the Mission Office in the Corporate Services unit, mission organisers in respective Units, financial agents, IT).

- Outside service providers (processors) who have access to the ECHA staff member data for the purpose of the mission:
  - Travel agency staff members
  - Insurance company staff members
  - Staff members of companies that receive personal data for booking purposes (airlines, hotel, cars, etc.) where an ad hoc mission could take place

### **Who is the data controller?**

The Head of the Corporate Services unit shall exercise the tasks of the data controller for the purpose of this processing operation.

### **How long are your personal data kept and how are they protected?**

The personal data (physical and digitalised documentation) is kept for a maximum of 7 years.

Any possible security measure is taken to prevent any improper use of or unauthorized access to the (electronic) file. Process related documentation is kept in a secure environment, on an encrypted data carrier, or locked in drawers/cupboards at ECHA.

### **What are your rights?**

You have the right to be informed about the processing of your personal data and you are entitled to access and rectify the data collected. Under certain conditions, a right to erasure, restriction, objection and/or data portability also applies.

To exercise the above-mentioned rights, contact the data controller at [missionsoffice@echa.europa.eu](mailto:missionsoffice@echa.europa.eu).

However, if you feel your Data Protection rights have been breached you can always file a complaint with ECHA's Data Protection Officer ([data-protection-officer@echa.europa.eu](mailto:data-protection-officer@echa.europa.eu)) or have recourse to the European Data Protection Supervisor.