

SUPERVISORY COMMITTEE



Head of Secretariat

PRIVACY NOTICE

Organisation of Plenary meetings of the Supervisory Committee of OLAF

1. DESCRIPTION OF THE PROCESSING OPERATION

The controller is the Secretariat of the Supervisory Committee of OLAF ('the Secretariat').

Pursuant to Article 15 paragraph 8 of Regulation 883/2013, the members of the Supervisory Committee hold at least 10 meetings per year to exercise their monitoring functions. Meetings usually take place in Brussels in Commission premises, but they can also be virtual or hybrid. Meetings are recorded to allow the drafting of the minutes. The Secretariat is responsible for the preparation, management and follow-up of these meetings. In this context, the Secretariat processes the personal data of the members of the Committee, the staff members of the Secretariat and other participants, mainly the Director-General of OLAF and OLAF staff members in order to send invitations, agendas, information and documentation for the meetings; make travel arrangements for the members and draft the minutes of the meetings. The Secretariat does not process personal data for an automated decision-making, including profiling.

2. LEGAL BASIS FOR THE PROCESSING

The Secretariat processes personal data, because processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation (EU) No 2018/1725), in particular, in order to allow the Supervisory Committee to carry out its monitoring tasks in compliance with Article 15 paragraph 8 of Regulation 883/2013.

3. CATEGORIES OF PERSONAL DATA COLLECTED

In order to carry out this processing operation the Supervisory Committee may collect the following categories of personal data:

- Personal data necessary for organising and managing the meetings such as gender (Mr/Ms), name, organisation to which he/she belongs, e-mail address, phone/fax number;
- Personal data necessary for security (access control to Commission premises) such as ID card/Passport number and date of birth, name, surname, organisation he/she belongs to, gender;
- Personal data necessary for reimbursements purposes such as name, means of transport, hotel accommodation and banking details;
- Personal data included in the minutes of meetings, such as names of meeting participants and their positions expressed
- Personal data processed for web-streaming of the meeting, including audio recording.

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

Members of the Secretariat who are responsible for carrying out specific tasks have access to the personal data. In addition, data may be transferred to all participants in order to send invitations, information concerning meetings and topics treated during a meeting.

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 on a need to know basis.

6. HOW LONG DO WE KEEP YOUR DATA?

The Secretariat keeps personal data concerning the meeting organization for 5 years. It keeps the audio recording of a meeting for 3 months after the adoption of the minutes regarding that meeting before it deletes it.

7. WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

You have the right to obtain access to, rectification or erasure, or restriction of processing of your personal data and to object to their processing on grounds relating to your particular situation. The controller may apply exceptions in accordance with Regulation (EU) 2018/1725 and restrictions based on Article 25 thereof in accordance with the relevant Commission Decision. You should address any request to exercise one of those rights to:

Head of the OLAF Supervisory Committee Secretariat:
Rue Joseph II, 30
B -1049- Brussels Belgium

8. CONTACT DETAILS OF THE DATA PROTECTION OFFICER

You may contact the Data Protection Officer of the Secretariat (OLAF-FMB-DPO@ec.europa.eu) with regard to issues related to the processing of your personal data.

Data Protection Officer
European Anti-Fraud Office (OLAF)
Rue Joseph II, 1049 Brussels
Belgium

9. RIGHT OF RECOURSE

If you consider that your rights under Regulation (EU)2018/1725 have been infringed by the Secretariat, you can have recourse to the European Data Protection Supervisor (edps@edps.europa.eu)