

# PRIVACY STATEMENT

## ON PERSONAL DATA IN RELATION TO THE PRE-RECRUITMENT MEDICAL VISITS OF NEWLY APPOINTED ENISA STAFF MEMBERS (TEMPORARY AND CONTRACT AGENTS)

**Your personal data** shall be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council (OJ L 295, 21.11.2018, p. 39–98) 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<sup>1</sup>.

**The data controller** of the processing operation is the European Union Agency for Cybersecurity (ENISA), Human Resources Unit. The pre-recruitment medical visits are performed by the Medical Service of European Commission or Authorised Medical Services with whom ENISA has a Service Level Agreement.

**The legal basis** for the processing operation is article 5(1)(a) Regulation (EU) 1725/2018 on the basis of the Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Communities (CEOS), in particular Article 28(e) and Article 33 of SR; Article 82(d) and 83 of the CEOS.

In addition, ENISA has in place the following Service level Agreement with European Commission DG HR, Ref. SLA ENISA/M/02/12ADM.

**The purpose** of this processing operation is the management of pre-recruitment medical visit of newly appointed staff (temporary agents and contract agents) as conditions of employment.

### The following personal data are being processed:

- In the context of booking the examination date: family name, name, date of birth, personal number, job category, language spoken, gender, nationality and preferred date of medical visit. The data is provided by ENISA HR via email to the Medical Service (relevant functional mailbox).
- In the context of reimbursement of travel expenses incurred by the pre-recruitment medical visit: information provided in the reimbursement claim form, information provided in the Legal Entity and Financial Identification Form, bank account details, personal data, ID and any supporting document related to the travel arrangements e.g. electronic ticket for the flight, boarding passes, and other invoices etc. The data is processed via ENISA electronic approval system and via email, upon receipt of the information from the appointed staff member.
- After the completion of the medical visit: "Fit for work" certificate issued by the European Commission's medical centre, or the Authorised Medical Service.

Note: Medical examinations are performed in the medical centre of the European Commission, or the Authorised Medical Service and medical results remain within their files, thus no medical information is transferred to ENISA. ENISA receives only the medical visit certificate "fit to work" issued and keeps the document in the personal file of the appointed staff member.

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<sup>1</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32018R1725>

**Access to your data**, will be granted only to delegated ENISA staff involved in different stages of the recruitment process, as well as delegated staff of the European Commission's Medical Centre, or Authorised Medical Services with whom ENISA has an agreement. The data may also be available to EU bodies responsible with monitoring or inspection tasks in application of EU law (e.g. internal audits).

**Personal data will be kept** as follows: the **"fit to work certificate"**, is kept in the personal file of the staff member (hard copy and electronic file) for the duration of the staff employment contract. Financial information regarding relevant reimbursement of travel expenses is kept for up to 7 years, according to the Financial Regulation.

**You have the right** to of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you. If you have any queries concerning the processing of your personal data, you may address them to ENISA at [recruitment@enisa.europa.eu](mailto:recruitment@enisa.europa.eu). **You may also contact** at any time the ENISA DPO at [dataprotection@enisa.europa.eu](mailto:dataprotection@enisa.europa.eu).

**You shall have right** of recourse at any time to the European Data Protection Supervisor at <https://edps.europa.eu>.

