



Privacy Statement on the transfer of personal data of the EMCDDA staff to Member States

Any data collected or information provided by the EMCDDA to the Member States will be processed in accordance with 'Regulation (EU) 2018/1725'. This Regulation concerns the protection of natural persons with regard to the processing of personal data provided to the European Union institutions and bodies and on the free movement of such data. In compliance with Articles 15 and 16 of the Regulation, the EMCDDA provides all the concerned persons with the following information:

The Controller¹ of the data is the Head of the Administration. In order to contact the controller please do it in writing to the following e-mail address: EMCDDA-HR@emcdda.europa.eu.

By way of requests, Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting country and ministries of foreign or European affairs of the Member States regularly address the EMCDDA to obtain a certain number of personal data of its staff members. Therefore, the HRMS has been designated to answer such requests and a standard procedure has been set up. Within the framework of this procedure, in conformity with Article 9 of Regulation No 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, the EMCDDA will transfer to Member States the administrative contact details of its personnel for a limited number of predefined purposes. Requests falling outside the scope of the standard procedure are evaluated on a case by case basis.

The standard transfer of personal data of staff is executed only on request and for the following purposes:

- Contacting staff for administrative, electoral, military, cultural or social issues related to the country of origin;
- Measuring the representation of a Member State's nationals and examining the geographical balance of officials/staff in the European institutions;
- Maintaining regular working relations of Member States and European institutions in the framework of the implementation of the Treaties.

The administrative contact details to be transferred may include the name, title, administrative attachment, administrative address, function, working place (city), internal telephone number, office number and email address of officials and other agents, as well as of seconded national experts employed by the EMCDDA. Data on nationality and possibly on administrative status may be transferred only to the Member State corresponding to the nationality of the group of personnel concerned. By way of exception, the aforementioned data of officials occupying posts of higher responsibility - and also appearing in publicly available databases - may be transferred to other Member States.

¹ [1] Article 3(8) of Regulation (EU) 2018/1725 defines the controller as follows: '[...] controller means the Union institution or body or the directorate-general or any other organisational entity which, alone or jointly with others determines the purpose and means of the processing of personal data [...]']:



The data are extracted from the personal file of the concerned staff members of from the existing HR databases of the EMCDDA. The transfer of data is subject to a legal clause which informs recipients on the conditions of such transfer and excludes the use of data for other purposes and also the further transfer of data.

The established standard procedure is without prejudice of the right of data subjects to object to the transfer of their data on compelling legitimate grounds in accordance with relevant Articles of Regulation No 2018/1725.

Who has access to your information and to whom is it disclosed?

The recipients of the data are: Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting country and ministries of foreign or European affairs of the Member States.

All recipients of the data are reminded of their obligation not to use the data received for any further/other purpose than the one for which they were transmitted.

Transfer of data to third parties

In the case of transfer of your data to third parties, the latter are called their attention to the respect of the principle that data must be processed in strict confidentiality and exclusively for the purpose for which it was submitted.

Contact information point

Should you have any questions or concerns on the above-mentioned procedure please do not hesitate to contact the Human Resources Management Sector in writing to the following e-mail address: EMCDDA-HR@emcdda.europa.eu. Should there not be any solution to the raise issue you may always refer to the contacts mentioned under 'Recourse'.

Recourse

You have the right to recourse via 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 by the EMCDDA. For this please use the following e-mail: edps@edps.europa.eu. You may also contact the EMCDDA's DPO in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: dpo@emcdda.europa.eu