

PRIVACY STATEMENT – ESA ALUMNI

In exercising its tasks, the EFTA Surveillance Authority (hereinafter: ESA) is committed to pursuing a high level of data protection in accordance with the rules it has adopted for that purpose in its Decision 235/16/COL.¹ This statement provides an overview of how ESA ensures the protection of personal data in the context of departing staff members. It also sets out which rights persons submitting personal data in that context have. For more detailed information in this regard, reference is made to the Decision mentioned above.

What is the purpose of the data collection?

The purpose of the collection of personal data is to sign you up to the ESA re-Connect Alumni Network. Your personal data is used for sending information relevant to alumni.

The data is collected under the responsibility of the HR team.

What personal data do we collect?

The following personal data is collected and further processed:

- Name
- Email address
- Forwarding address (used for the purposes of finalising administration around your departure and not for the alumni network)

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

Access to personal data is restricted to ESA's HR and certain members of the Administration team, as well as those staff involved in the management of the alumni network. In the event that this is required by an event venue, ESA may share names of event attendees with such external parties.

How do we protect and safeguard your information?

Personal data is stored in hard copy in a restricted access filing cabinet, and/or in digital form in ESA's document management system (GoPro), which is likewise access restricted.

How can you verify the accuracy of your personal data and, if necessary, correct it?

¹ Decision of 15 December 2016 laying down Rules on Data Protection, REF TO BE ADDED!!!

You have the right to access the personal data ESA has collected about you, and to be informed about the purpose of its collection. If you want to know what information ESA has stored about you, or to request rectification of your data, please send us an email: adminesa@eftasurv.int

In certain instances, you have the right to block data from being processed or have it erased (see article 15 and article 16 of the Decision).

How long does the Authority keep your data?

Personal data submitted to the alumni network is stored indefinitely, until you ask for it to be removed.

Contact Information

Should you have any question or request concerning the information submitted or on your rights, feel free to contact the Authority's Data Protection Officer by sending an email to dpo@eftasurv.int.

Recourse

Complaints, or questions, can be addressed to the Data Protection Officer or the European Data Protection Supervisor. All details can be found on the following website <http://www.edps.europa.eu/EDPSWEB>.

Data subjects have the right of access to personal data being processed by the EFTA Surveillance Authority, and the rights set out under Section 5 of College Decision No 235/16/COL (including the rectification, blocking or erasure of those data, as well as the right of notification and the right to object). A data subject access request form can be found at <http://www.eftasurv.int/data-protection/contacting-the-data-protection-officer/>