

PRIVACY STATEMENT

regarding the processing of personal data related to the management of professional training

ECHA collects personal information of staff members and all participants in the training process to provide all staff with the sufficient knowledge and necessary skills for their job and in order to improve and deliver better, and more effective learning and development opportunities. The process includes professional training, coaching, the mentoring programme, the processing of third language certificates and organisational development days.

What is the purpose of the collection of personal data?

The personal data shall be processed by ECHA for the purpose of setting up training events; managing information related to learning needs; managing procedures related to training actions; and evaluating participants learning status in view of career steps.

What is the legal basis for processing your personal data?

The legal basis for the processing can be found in Articles 5.1(a) and 10.2(b) of Regulation (EU) 2018/1725, Articles 24a and 55 of the EU Staff regulations, and Articles 11 and 81 of the EU Conditions of Employment of Other Servants (CEOS).

What personal data is collected?

The data subjects are statutory staff employed by ECHA (TAs, CAs), SNEs, trainees, external participants (staff of other institutions and agencies) as well as external trainers proposed by training contractors.

- The staff personal data collected includes:
 - First name and surname, personnel number, grade, unit, and contact details.
 - Details on education, expertise, profession of the person, languages and CEF levels.
 - Title of training course, training course starting date, training course ending date, training course duration, training course costs, number of hours/days recorded, individual training objectives, individual training reason/purpose, individual training evaluation forms, attendance certificates, training course presence lists, purchase orders, confirmation by training providers, registration documents/forms.
 - Attendance data of participants are entered by the trainer, as well as scores of placements and other tests.
- The external trainer's data collected includes:
 - Names of the trainers and the names of the contractors, the dates on which courses have been planned/delivered and by whom, and the evaluation by the participants.

- Following each training course, the participants are requested to evaluate the course and the trainer. The objective of this evaluation is to maintain and guarantee the quality of the training. After finalisation of these evaluations by the participants, the external trainers can access the evaluations by the participants, without the identities of the participants submitting the evaluation being revealed to them. Course evaluations are transmitted anonymously to trainers.

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:

- o Appointing Authority (Executive Director);
- o Head of Unit (who approves the training application for a staff member in the respective unit).
- o HR Unit (staff in charge of Learning and Development activities).
- o Finance Unit (for reimbursement of mission cost connected to an external training).
- o Trainers (can access details of their course, the participants in the courses they are giving and the evaluations of their courses and themselves by course participants. Course evaluations are transmitted anonymously to trainers).
- o Training Provider (suppliers and contractors delivering direct service for the Agency and for the management of online learning opportunities in the learning management system, for accounting purposes and the evaluation of the training actions and trainer for which they are responsible).
- o Training Provider (external selected by the staff member concerned).

Who is the data controller?

The L&D team in the HR 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 is kept as long as needed to fulfil the purpose of collection or further processing.

All training courses records are kept for the duration of the staff member's career and for ten years after that staff member leaves the employment. Certain data need to be conserved for a longer period if they are related to ongoing rights and obligations.

Certain training courses that have an impact on the career path of the staff member, i.e. for language training connected to Article 45(2) Staff Regulations (proficiency in a third language before promotion) and for training of a compulsory or pre-requisite nature are kept in the personnel file for 10 years following the termination of employment or the last pension payment.

Evaluations of the training actions are kept according to the duration of the contract with the external contractors.

Presence lists of the training actions that are completed are kept in paper version for the periods determined under the Financial Regulations as justification document for the payment of the external contractor's invoices.

For this process only authorised people are attributed access rights and only on a 'need-to-know' basis. Any possible security measure is taken to prevent any improper use of or unauthorized access to the (electronic) file. The L&D team maintains a training record with information related to the training sessions attended by staff members (e.g. title of the course, date and duration). 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?

Any person involved in training activities has the right to be informed about the processing of his/her personal data, and is 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 hr@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) or have recourse to the European Data Protection Supervisor.