



Privacy Statement on personal data protection for the EMCDDA's Annual medical check-up and pre-employment medical visits

Any data collected or information furnished in the framework of the annual medical check-up of EMCDDA's staff or the pre-employment medical visit 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 Controller^[1] 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.

The purpose of the processing is exclusively the annual medical check-up of the EMCDDA staff or the pre-employment medical visit

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

The recipients of the data are: the medical company carrying out the medical exams and the medical visit, and the EMCDDA medical officer.

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

Only in the case of a transfer to another EU institution or body will your medical file be transferred straight to the medical service of the institution concerned.

How do we protect and safeguard your information?

To guarantee security of confidential data, data will be stored in the EMCDDA files for fifteen years after termination of service.

How can you verify, modify or delete your information?

Regulation (EU) 2018/1725 safeguards your right to access your data and to require the Controller^[1] to rectify without delay any inaccurate or incomplete personal data. You also have the right to require the Controller to erase data if the processing is unlawful. For this, you need to contact the EMCDDA's Human Resources Management Sector in writing to:
EMCDDA-HR@emcdda.europa.eu

The Controller shall deal with your request for rectification of data within one month from the introduction of the request. As far as requests for blocking and erasure, the Controller disposes of three calendar months to give follow up to the request from the moment of its reception. Furthermore, you are free to address to the European Data Protection Supervisor at any time.

What personal information do we collect and for what purpose?

[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 categories of personal data dealt with during any call for this EMCDDA record are the following: Identification details: Name, date of birth, staff number; Information provided by the applicant: medical history, medical examination results. Other personal data: fit-to-work certificates, medical leaves.

Legal basis for the processing of data

The legal basis for processing data are the Staff regulations and the Conditions of Employment of Other Servants of the European Communities laid down by Council Regulation (EEC, EURATOM, ECSC) No. 259/68, in particular Article 33 and Article 82(3) and 83 CEOS. How long do we keep your data?

Data will be stored in the EMCDDA files for fifteen years after termination of service.

Recourse

You have the right to recourse via the European Data Protection Supervisor (edps@edps.europa.eu) 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.

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

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