

December 2018

**PRIVACY NOTICE FOR
POMS – STORAGE OF PRESS CORRESPONDENCE
(OLAF DPMS-_202.1_)**

1. DESCRIPTION OF THE PROCESSING OPERATION

Communications containing questions from the media to the European Anti-Fraud Office (OLAF) made directly or indirectly to the OLAF Media functional mailbox (OLAF-MEDIA@ec.europa.eu) are stored in a Sharepoint database (Press Office Management System, POMS) together with the replies given by OLAF. This allows the OLAF press office to provide timely and accurate information to the media.

The processing of your data will not be used for an automated decision making, including profiling.

2. LEGAL BASIS FOR THE PROCESSING

The legal bases for this processing operation are the Treaties establishing the EU, the autonomy granted to OLAF by Regulation No.883/2013 (O.J. L 248/1 of 18 September 2013) and the European Code of Good Administrative Behaviour. OLAF communicates with the media, EU citizens and the public at large on topics relating to OLAF's policies and investigations. Article 10.5 of Regulation 883/2013 provides that the Director-General of OLAF shall ensure that any information provided to the public is given neutrally and impartially, and that its disclosure respects the confidentiality of investigations and complies with the principles, procedures and safeguards as provided for in the Regulation.

The legal basis for this processing is also Article 5.1 paragraph a of Regulation(EU) 2018/1725.

3. CATEGORIES OF PERSONAL DATA COLLECTED

In order to carry out this processing operation OLAF collects the following categories of personal data: Identification and contact data, professional data or information relevant to the subject matter. Other categories of personal data can be provided in the context of a request.

The provision of the personal data is not mandatory (but is voluntarily provided by the sender of the correspondence).

4. WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IS IT DISCLOSED?

OLAF staff responsible for press relations has access to your personal data.

5. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?

In order to protect your personal data, a number of technical and organisational measures have been put in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the data being processed. Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.

6. HOW LONG DO WE KEEP YOUR DATA?

Your personal data may be retained by OLAF for a maximum of 10 years.

7. WHAT ARE YOUR RIGHTS AND HOW YOU CAN EXERCISE THEM?

You have the right to request access to your personal data, rectification or erasure of the data, or restriction of their processing.

You have the right to object to the processing of your data.

Any request to exercise one of those rights should be directed to the Controller (OLAF-FMB-DATA-PROTECTION@ec.europa.eu). Where you wish to exercise your rights in the context of one or several specific processing operations or files, please provide their description and reference(s) in your request.

Exceptions based on Regulation 2018/1725 may apply.

8. CONTACT DETAILS OF THE DATA PROTECTION OFFICER

You may contact the Data Protection Officer of OLAF (OLAF-FMB-DPO@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation(EU)2018/1725.

9. RIGHT OF RECOURSE

You have the right to have recourse to 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 OLAF.