

## MANAGEMENT OF TEMPORARY WORKERS

### *Key information*

#### Controller

Cesare Onestini, Director of the ETF, [Cesare.Onestini@etf.europa.eu](mailto:Cesare.Onestini@etf.europa.eu)

#### Process owner

Nadège Perrine, Head of HR Unit, [Nadège.Perrine@etf.europa.eu](mailto:Nadège.Perrine@etf.europa.eu)

#### Data protection officer

Tiziana Ciccarone / Laurens Rijken, [DataProtectionOfficer@etf.europa.eu](mailto:DataProtectionOfficer@etf.europa.eu)

#### Purpose of the processing

Manage temporary workers including related medical accomplishments foreseen by the relevant legislation

#### Legal basis

- Italian law for temporary workers (Legge del 14 febbraio 2003 n. 30, decreto legislativo del 15 giugno 2015 n. 81)
- [“Disciplina del rapporto di lavoro dei dipendenti delle Ambasciate, Consolati, legazioni, Istituti culturali ed Organismi internazionali in Italia”, latest update of 30/01/2017](#)

#### Personal data

- Name, gender, nationality, age (date of birth), contact details
- Other voluntary information and data provided by the data subject in the CV, including potentially sensitive data
- Medical file

#### Recipients of the personal data

For the purpose detailed above, access to personal data is provided to the following processing entities:

- Internal recipients are: HR Unit, Director, Heads of Department/Unit in need of the temporary workers
- External recipients are: ETF Medical Advisor, ETF contractor (*consulente del lavoro*) in charge of accomplishing the administration of the temporary worker's contracts

#### Transfer to third countries/international organisations

Not applicable

### *Further information*

#### Data retention

- 1 year following the conclusion of the working period for data related to the administration of the temporary worker

- 30 years for the medical file held by the Medical Advisor

### Right of access, rectification or erasure, restriction, objection

Any request to access, rectify or erase personal data including medical data, or to restrict or object to the processing of personal data shall be addressed in writing to the Head of Human Resources Unit, [npe@etf.europa.eu](mailto:npe@etf.europa.eu) or to the ETF Medical Advisor for medical related data.

### Right to withdraw consent

Not applicable

### Right to lodge complaint

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer ([DataProtectionOfficer@etf.europa.eu](mailto:DataProtectionOfficer@etf.europa.eu)) or to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

### Necessity of provision of data

The provision of personal and medical data in the context of hiring temporary workers is necessary in view of identifying them.