

DATA PROTECTION STATEMENT

REQUESTS FOR ACCESS TO DOCUMENTS

Organisational part of the Agency entrusted with the processing of personal data

Head of RSC (information(at)osha.europa.eu)

Purpose

In line with Regulation (EC) No 1049/2001 of the European Parliament and the Council, EU-OSHA is providing public access to documents held by EU-OSHA. In order to facilitate access to documents, EU-OSHA provides an online form for requests. Requests for access to documents can also be submitted by email.

Legal basis

- Regulation (EU) 2019/126 of the European Parliament and of the Council of 16 January 2019 establishing the European Agency for Safety and Health at Work (EU-OSHA).
- Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.
- Decision of the Administrative Board of the European Agency for Safety and Health at Work of 4 March 2004 on the implementation of Regulation (EC) No 1049/2001 of the European Parliament and of the Council regarding public access to documents of the European Parliament, of the Council and of the Commission (OJ L 210 of 11 June 2004).

Type of data processed

To request a document it is mandatory to indicate the first name and surname which allows EU-OSHA to make sure the requirements of the Regulation (EC) No. 1049/2001 are fulfilled. All other data (e.g. address, contact details) is not mandatory and the requestor shall not include it in the form if he/she does not wish to share this data with EU-OSHA.

Lawfulness of processing

The processing is based on Article 5.1(a) of [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (hereinafter the Regulation).

Data recipients

Access to the data is granted on a need-to-know basis. EU-OSHA staff working in the documentation section can access the data. Any EU-OSHA staff working on the document access request can access the data if necessary for work purposes.

The data subject's rights

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability. You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) and 5(1)(b) on grounds relating to your particular situation. You can exercise your rights by contacting the Data Controller (organisational part of the Agency entrusted with the processing of personal data), or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. The contact information of the Data Protection Officer and the European Data Protection Supervisor is given below.

Information on the conservation period of data

In line with EU-OSHA's specific retention list the request and the personal data it contains are stored for 5 years. After this the data is either deleted or prepared for transfer to the Historical Archives of the EU in anonymized form.

Security measures

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices, appropriate encryption of communication and physical security measures to guard against unauthorized access to systems where we store personal data. Throughout this procedure only authorized people are attributed access and only on a "need-to-know" basis. Authorization is granted via approval requests by the Head of Unit.

Request for information

For any further information regarding the handling of their personal data, data subjects can address their request to EU-OSHA Data Protection Officer at: [dpo\(at\)osha.europa.eu](mailto:dpo(at)osha.europa.eu).

Recourse to the EDPS

Data subjects are entitled to make recourse to the European Data Protection Supervisor: <http://www.edps.europa.eu>, should they consider that the processing operations do not comply with the Regulation.

Date when processing starts

Whenever a request is submitted.

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