

PRIVACY STATEMENT

regarding the processing of personal data related to exit interviews

Exit interviews at ECHA are conducted with departing staff (temporary agents, contract agents and seconded national experts). Interviews are held for the following types of departures: Mobility to another EU Institution/Body/Agency, end of contract/end of secondment/resignation and retirement.

Staff members who leave the Agency due to one of the above reasons can have an exit interview with the HR Head of Unit if they wish to have it (not mandatory). In case the HR Head of Unit is not available or the departing staff member so prefers, the interviews can also be carried out by the HR team leader or by the HR Officer in charge of wellbeing in replacement of the HR Head of Unit.

All exit interviews follow the same structure and will be conducted in a structured way, based on a standardised questionnaire / form, either orally or in writing.

What is the purpose of the collection of personal data?

The personal data shall be processed by ECHA for the purpose of assessing the Agency's working environment and identify possible areas of improvement via feedback collected from staff members leaving the agency.

What is the legal basis for processing your personal data?

The legal basis for the processing can be found in Article 5.1(d) of Regulation (EU) 2018/1725.

What personal data is collected?

The following categories of personal data are collected:

- Identification data (previous grade and function).
- Recruitment and contractual data (dates of start and end of the contracts)
- New occupational activity of the staff member who moves to another EU institution or to another Member State or to private organisations (not compulsory).
- Subjective data related to the career path within ECHA and the reasons for leaving (not compulsory).

Who has access to your personal data and to whom is it disclosed?

The personal data related to the exit interview can be accessed by:

- Only by the HR Head of Unit and the person conducting the interview (if different). Absolute anonymity is guaranteed towards the rest of the Agency.

Who is the data controller?

The Head of 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 related to exit interview is kept for 6 months as of the date of the interview.

The paper forms are stored in a cupboard in a locked office to which only the person responsible for the conduct of the interview has access and are erased in accordance with the retention period. Personal notes that serve as collection of feedback can be shared with the respective Unit members on an anonymised basis, after creation of the relevant (anonymised) report on clusters of feedback. The electronic forms are kept in the secured drive of the responsible person for the conduct of the interview and erased in accordance with the retention period, after creation of the relevant (anonymised) report on clusters of feedbacks.

What are your rights?

Any person concerned 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.