

Data protection notice on Article 90 of the Staff Regulations Requests or Complaints

Last updated: 6 June 2025

The European Institute for Gender Equality (EIGE) is committed to protect your personal data and to respect your privacy. EIGE collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

You will find information in this document pertaining to the processing of your personal data by EIGE. If, upon reading it, you still have questions, please contact us at:

EIGE's Data Protection Officer, dpo@eige.europa.eu

EIGE's HR, EIGE.HR@eige.europa.eu

Purpose of processing

Personal data are processed in order to establish the relevant facts and to assess them from a legal point of view, in order to provide the applicant/complainant with a decision on his/her complaint or request.

Your personal data will not be used for any automated decision-making including profiling.

Legal basis of processing

The processing of personal data is necessary to comply with legal obligations EIGE is subject to¹, namely arising from:

- Article 90(1) and 90(2) of the [Staff Regulations](#); and
- Articles 46 and 138 of the [Conditions of Employment of Other Servants](#).

Types of personal data collected

The following personal data may be processed:

- a) 'Hard data' (i.e., administrative data) which may include:
 - Identification data of the complainant: last name, first name, gender, unit and function group (incl. hierarchical link);

¹ Processing is, therefore, justified under Article 5(1)(b) of Regulation (EU) 2018/1725.



- Categorisation of the problem/conflict/situation;
- Kind of intervention/action foreseen or taken; and
- History of career progression.

b) 'Soft data' (declarations and allegations made), which may include special categories of personal data² or data related to disciplinary matters and the personnel file:

- Declarations from witnesses; and
- Any kind of supporting documentation provided by the complainant.

In some cases, depending on the subject matter of the complaint/request, medical information related to disciplinary matters might be processed.

Individuals who have access to the data

Access to your personal data will be given on a need-to-know basis to the following categories of recipients:

- Director;
- Staff members to whom the appointing authority has delegated responsibility, namely the HR Team;
- In case of transfer to another EU Institution, agency or body, the staff member responsible for the file;
- Staff members of OLAF, IAS and the Court of Auditors in case of official investigations or for audit purposes; and
- Where the facts lead to the lodging of a court case, access to personal data will be given to EIGE's external lawyers, national courts and/or the Court of Justice of the European Union.

No other third parties will have access to your personal data, except if required by law.

No transfers of personal data to third countries or international organisations (outside the EU/EEA) take place.

Retention policy

Data are kept for a period of ten years from the closure of the case. Files may be retained for a longer period of time in case an appeal is lodged before the Court of Justice of the European Union. In this case, data will be kept until there is no more possibility of appeal and the final decision has been ruled by the Court.

Security of your personal data

EIGE has several security controls in place to protect your personal data. By way of example, EIGE keeps the data stored in computer systems with limited access to a specified audience

² As defined under Article 10(1) of Regulation (EU) 2018/1725: *personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.*

only. Any subsequent amendments or corrections of these documents are inserted in this file and to the electronic version.

Your rights as data subject

Within the limits set by Regulation (EU) 2018/1725, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.

In order to exercise your rights, please contact EIGE.HR@eige.europa.eu whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, EIGE may refuse to act on it.

Restriction of data protection rights

Pursuant to the Decision no. 253 on Internal rules concerning restrictions of certain rights of data subjects in relation to the processing of personal data in the framework of the functioning of EIGE³, during the analysis and decision of the request the following data protection rights may be restricted:

- right of information to be provided to the data subject;
- right of access;
- right of rectification, erasure of personal data and right of restriction to the processing of personal data; and
- right to be communicated of the occurrence of a personal data breach and right of the confidentiality of electronic communications.

Other rights

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint](#) with the European Data Protection Supervisor.

³ As adopted of 28 June 2022; ref. EIGE/CS/iv D/2022/357.