



1 July 2021
EMA/47432/2021

Records of data processing activity(public): Workstation ergonomics including expectant and new mothers in the context of Health & Safety of staff and contractors

1.	Last update of this record, version number:	1 July 2021 version 2
2.	Reference number:	A39
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of the Administration and Corporate Management Division Contact: DataController.Administration@ema.europa.eu
4.	Name and contact details of DPO:	dataprotection@ema.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	The contact details of the data processor, Working style, namely workstation ergonomic assessors are: Address: WorkingStyle, Savannahweg 17, 3542 AW UTRECHT Email: ema@workingstyle.nl The EssentialSkillz database has the facility to receive uploads automatically from an EMA database (Success Factors). The contact details of the data processor, EssentialSkillz, of the package and database are the following: Address: EssentialSkillz The Hub, Galway Technology Park, Parkmore, Galway, Ireland, H91 K2WP Email: dso@essentialskillz.com
7.	Purpose of the processing	The purpose of this data processing activity is to demonstrate that EMA has fulfilled its obligations in accordance with Dutch legislation in the



		<p>context of workstation ergonomics for personnel performing the Agency's tasks, including:</p> <ul style="list-style-type: none"> • Provide staff and contractors with training and general advice in line with Dutch Health & Safety requirements • Personal data (name and start date) is provided to enable first registration in the system via email to the A-FSS or A-ST-SMS by Onboarding (for staff) and by Procurement and Purchase Standards (for contractors). The remaining user information for first registration (desk number, office email address, organizational entity and telephone number – if available) is extracted from ECD by A-FSS or A-ST-SMS. • Allocating log in details to the user's account • Personal data collected via the system of the staff and /or contractor's self-assessment of risk areas using a dedicated questionnaire which may capture or record health related information added by users • Provision of individual advice and information to purpose of user resolution. • Recording of actions undertaken and the outcome of an individual case: e.g. whether issue is resolved or still ongoing and whether further action is required. <p><i>Workstation ergonomics specific:</i></p> <ul style="list-style-type: none"> • Personal data collected via the workstation ergonomics risk assessor (a contractor or a member of A-FSS or A-ST-SMS) when reviewing and updating individual ergonomic self-assessments following a visit to the user at their EMA workstation; • Personal data related to the ergonomic equipment: details of the current equipment and adjustments (e.g. chair settings) made during an assessor visit or the supply of new equipment: any non-standard aids (e.g. cushion or wrist rest); furniture (e.g. different type of chair); or IT equipment (e.g. ergonomic mouse or keyboard). <p><i>Expectant/new mother specific:</i></p> <ul style="list-style-type: none"> • Identify information regarding the pregnancy, such as due date and last working day prior to maternity leave. • Identify any issues relation to previous pregnancies. • Identify any recommendations from the family doctor or any special needs in relation to work. • Clarify the need for an additional workstation ergonomics assessment to cover issues which might arise in connection with the pregnancy. • Determine the current work activities and whether any of them present any risks. • Recording of actions undertaken and the outcome of an individual case: e.g. whether issue is resolved or still ongoing and whether further action is required, e.g. whether input of line manager is required.
8.	Description of categories of persons whose data EMA processes and list of data categories	EMA staff including trainees and contractors

9.	Time limit for keeping the data	<p>Ergonomic assessment and training: EMA retains the personal data of staff members and contractors for up to 10 years while they are working at the Agency, after which ergonomic assessment and training data which is more than 10 years old is deleted. The profile and any data less than 10 years is retained. In addition, a record of the participation in the training/assessments will be kept until the profile is deleted. Once a staff member or contractor has left the Agency, their data is retained for 2 years after which their complete profile and all data is deleted. Where a staff member leaves due to a labour dispute or a legal action, their data may be retained for longer than the 2-year deadline after employment, if the matter has not been resolved.</p> <p>New and expectant mother assessment and training: EMA retains the personal data of staff members for 3 years from the date of assessment, after which training and assessment data is deleted. The profile remains the same, as it is used for all training and assessment data within the EssentialSkillz database.</p> <p>For both the ergonomic and new/expectant mother trainings/assessments, a record of participation in the training/assessment will be kept until the profile is deleted (i.e., 2 years after employment).</p>
10.	Recipients of the data	<p>The data collected is processed internally by EMA staff (A-FSS and A-ST-SMS).</p> <p>Workstation ergonomics:</p> <p>Individual case data is accessible via the system to the external ergonomic assessors for the purpose of following up on ergonomic issues identified by users and providing individual guidance or advice.</p> <p>The staff member sends a PDF of their assessment to their line manager. The line manager has to assess the individual staff members' teleworking arrangements and indicate the manager's agreement by email to A- FSS and A-ST-SMS. This is for the approvals process for teleworking to ensure the staff member does not have issues preventing them from teleworking safely. Managers not have access to staff data via the EssentialSkillz system.</p> <p>Personal data of staff may be disclosed to the Staff Relations Department and to the external occupational health physician from the medical service, in order to assist with occupational health assessments,</p> <p>Personal data of contractors may be disclosed to their employer, only to confirm that training and assessment in relation to workstation ergonomics had taken place.</p> <p>New and Expectant mothers:</p> <p>The data collected is processed internally by EMA staff (A-FSS or A-ST-SMS). Personal data of staff may be disclosed to the Staff Relations Department or to the external occupational health physician from the</p>

		medical service, only in cases where there is a need to assist with occupational health assessments, and to their line manager, in order to address any outstanding issues identified in the risk assessment which require their involvement.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12.	General description of security measures, where possible.	The Agency has appropriate technical and organisational measures in place, including organisational policies, to safeguard the security of personal data and ensure the confidentiality, integrity and availability of the relevant systems, services and the personal data processed within them. In particular, specified staff and nominated contractors have access to the databases.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	The privacy statement is available to data subjects on the Agency's intranet, http://emeaplus/EMEAPlus_WebsiteNew/Legal/html_DPO/personal.html