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Privacy notice for the processing of personal data in the context of the REVIS file management process

As part of the fight against poverty, the National Social Inclusion Office (ONIS), acting under the authority of the Ministry of Family Affairs, Solidarity, Living Together and Reception of Refugees, collects and processes personal data concerning you in order to process your file in accordance with the provisions of Chapter 3 of the amended law of 28 July 2018 on social inclusion income (REVIS).

1. Contact details of ONIS and its Data Protection Officer

ONIS collects and processes personal data concerning you in the performance of its public interest missions and the legal obligations incumbent upon it. The contact details of ONIS, acting in its capacity as data controller, are as follows:

Address: 13c, rue de Bitbourg, L-1273 Luxembourg
Tel.: (+352) 247-83636
Fax: (+352) 40 47 06
Email address: onis@onis.etat.lu

The Government Commission for Data Sovereignty (5, rue Plaetis, L-2338 Luxembourg) is designated as the data protection officer. For any questions concerning the processing of your data by ONIS, please contact the Data Protection Officer's representative (email: info.rgpd@onis.etat.lu; address: 13c, rue de Bitbourg, L-1273 Luxembourg).

2. Lawfulness and purposes of processing and categories of data processed

Lawfulness of processing

ONIS processes your data for the performance of its public interest missions in accordance with Article 6, paragraph 1, point e) of the GDPR, as well as to comply with the legal obligations imposed on it by the applicable legislation. The processing is carried out to ensure the administrative management of your file, assess your social, family and professional situation, implement your social and professional inclusion pathway, coordinate support actions with the relevant partners, and monitor and control REVIS entitlements.

Categories of data processed

ONIS processes the following categories of personal data:

- Identification and contact data (e.g., surname, first name, date of birth, address, email address, telephone number, national identification number).
- Administrative data (e.g., correspondence languages, appointment-related data, notes taken by staff, administrative decisions, information relating to social rights).
- Socio-professional data (e.g., CV, professional project, diplomas, training and studies, language skills, mobility, aptitude, professional situation, integration pathway, participation in employment or training measures).

- Banking, financial, or benefit-related data (e.g., bank details, pay slips, tax returns, income, social benefits).
- Statistical data: pseudonymized data used for analysis and reporting purposes.

Purposes of processing

Your data are processed for the following purposes:

- Management of your social inclusion file (follow-up, payment of benefits).
- Exchanges with institutional partners for the coordination of support measures, in particular with Social Offices (OS) and Regional Social Inclusion Officers (ARIS), the organizations referred to in Article 20 of the REVIS Law, including the National Solidarity Fund (FNS), the National Employment Agency (ADEM), as well as other administrations or partner organizations involved in the missions of ONIS.
- Use for statistical purposes.

3. Sources of data and their recipients

In most cases, ONIS collects your personal data directly from you, for example when you send a document to ONIS or when you interact with the ARIS. Other data processed by ONIS come from various institutional sources, including the FNS, the National Registry of Natural Persons (RNPP), ADEM, OS and ARIS, as well as other administrations or partner organizations involved in ONIS's missions.

In the performance of its public interest missions and the legal obligations incumbent upon it, ONIS transmits or makes your data accessible to the OS, for exchanges relating to the competent ARIS and to social assistance, as well as to public entities involved in the ONIS's missions, including the FNS and ADEM.

ONIS collaborates with the organizations referred to in Article 20 of the REVIS law, and your data may be shared with these partners offering activation measures.

ONIS may also need to exchange data concerning you with people who are responsible for representing you or defending your interests. These include lawyers, unions, social workers, interpreters/translators, and guardians.

ONIS may also exchange data concerning you with judicial authorities and other third parties to defend its rights and legitimate interests in court or when required to do so by law. These include the Grand Ducal Police, the Public Prosecutor's Office and investigating judges, the Ombudsman, courts and tribunals, creditors, and their mandatories in the context of a seizure concerning you.

4. Data collection: Mandatory nature of data provision and consequences of refusal

The provision of data to ONIS is mandatory under the applicable legislation or by decision of ONIS. Any refusal on your part to provide the necessary data prevents ONIS from processing your file. In this case, it will not be possible to open your file or maintain your entitlement to the REVIS, which may lead to the closure of your file and, consequently, the termination of your REVIS entitlement.

5. Retention Period

Your data are kept in a form that permits your identification for a maximum period of ten years from the end of the management of your file.

At the end of this period, the data are destroyed or archived in accordance with the legal provisions relating to archiving.

6. Your Rights

You have the rights provided for in Chapter III (Articles 12 to 22) of Regulation (EU) 2016/679. Within the limits of the applicable legislation, you may access your data and obtain a copy thereof (Article 15), request the rectification of inaccurate or incomplete data (Article 16), and obtain the erasure of such data under the conditions provided for in Article 17 of the said regulation.

You also have, within the limits of the applicable legislation, the right to object to the processing of your data under the conditions provided for in Article 21 of Regulation (EU) 2016/679.

You also have the right to restrict the processing of your data (Article 18).

Any communication relating to an information request, a complaint, or the exercise of your rights under Regulation (EU) 2016/679 should be addressed to the ONIS data protection officer's representative.

7. Complaint to the National Commission for Data Protection (CNPd)

If you consider that the processing of your data by ONIS constitutes a violation of Regulation (EU) 2016/679 or that your rights under the said regulation are not being respected, you may either contact ONIS for further information or lodge a complaint directly with the data protection supervisory authority: National Commission for Data Protection (CNPd), 15, Boulevard du Jazz, L-4370 Belvaux.