



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

RECORD OF PERSONAL DATA PROCESSING ACTIVITY

In accordance with Article 31 of the Regulation (EU) 2018/1725 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 ('Regulation'), individuals whose personal data are processed by the European Research Executive Agency ('REA' or 'Agency') in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing activities.

Record No: 07
 Created on (date): 19 July 2019
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NAME OF THE PROCESSING ACTIVITY

Transfer of personal data to permanent representations of the Member States to the EU and/or other organisations (such as embassies of the Member States in the hosting countries and ministries of foreign or European affairs of Member States).

1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION

1.1. Name and contact details of controller

The controller is the European Research Executive Agency (REA). For organisational reasons, the role of the data controller is exercised by Head of Unit D.2 ("People and Workplace") of the REA. The controller may be contacted via functional mailbox: REA-HR@ec.europa.eu

1.2. Name and contact details of the Data Protection Officer (DPO)

European Research Executive Agency Data Protection Officer (REA DPO)
REA-DATA-PROTECTION-OFFICER@ec.europa.eu

1.3. Name and contact details of joint controller (where applicable)

Not applicable.

1.4. Name and contact details of processor (where applicable)

- DG HR for SYSPER (HR-MAILA3@ec.europa.eu);
- DG DIGIT for "ICT services" (ARES/HAN, functional mailboxes, etc.) (DIGIT-MOU@ec.europa.eu).

1.5. Purpose of the processing

This processing operation enables REA to answer to requests from Member States' Permanent Representations concerning personal data of the members of the REA staff. REA will transfer the personal data for the purposes referred to in Article 15 of the Protocol (No 7) on Privileges and Immunities of the European Union¹.

The purpose is also to process the necessary personal data to enable certain staff members (e.g.: with special ID cards) and their family members listed in SYSPER to obtain relevant certificate (e.g. COVID vaccination certificate etc.). from the relevant hosting Member State's authorities.

Staff members can also consent to their data being made available for other purposes.

1.6. Legal basis for the processing

Articles 11 and 15 of the Protocol (No 7) on Privileges and Immunities of the European Union (the Protocol).

For access to the Digital Key for Belgian residents to obtain certificates the processing is based on Articles 11 and 15 of the Protocol (No 7) on the Privileges and Immunities of the European Union and on European Commission Decision of 5 March 2021 on the transmission of personal data of Commission staff, pensioners and their family members to national health authorities in the context of COVID-19 vaccination and consent of the data subjects : *Art 5.1(d) the data subject has given consent to the processing (e.g. to obtain COVID 19 related certificate from the hosting Member State's authorities, etc)*

1.7. Categories of data subjects

¹ Consolidated version of the Treaty on the Functioning of the European Union, Protocols, Protocol (No 7) on the privileges and immunities of the European Union (OJ C 326, 26.10.2012, p. 266–272).

Statutory staff of the Agency and, where relevant, their family members.

1.8. Categories of personal data

The following categories of data are processed:

- a) Identification data: last name, first name, nationality;
- b) Data relating to contact details: professional email address, and professional address;
- c) Data relating to data subjects professional status: administrative status (TA or CA);
- d) Only for upper level management: function group, grade and professional title.

Nationality and administrative status may be transferred only to the Member State (MS) corresponding to the nationality of the data subjects concerned. By way of exception, the aforementioned categories of personal data of officials occupying posts of higher responsibility (upper level management), who also appear in publicly available databases, may be transferred to other Member States.

In addition to the above and in the framework of access to the Digital Key for REA staff residing in Belgium and having special ID cards delivered via the European Commission and in order to benefit from services granted by the host Member State (e.g. delivery of certificates), the following data may be processed:

Date of birth, national registration number (NISS/BIS), language (for now by default: English) and, if applicable, identification data of their family members: full name, date of birth, relationship, national registration number (NISS/BIS) and email address.

Aggregated data regarding all members of the REA staff, including nationality, administrative status and function group, may be transferred to Permanent Representations but in a way, that does not permit identification.

1.9. Retention time (time limit for keeping the personal data)

Data, stored in electronic format in functional mailboxes (email accounts) or file servers (shared drive) is kept for a period of three years. After this conservation period, they are immediately erased.

Personal files are retained for 8 years after the extinction of all rights of the person concerned and of any dependants, and for at least 100 years after the recruitment of the person.

Is any further processing for historical, statistical or scientific purposes envisaged? **No**

1.10. Recipients of the data

Within the Agency, the following recipients will have access to the data:

- The Director of the Agency;
- The Head of Department D ("Coordination and Corporate Services ");
- Authorised staff members of REA.D.2.001 and REA.D.2.002 ("Selection & Recruitment, Staff Regulations and HR Planning & Reporting" and "Career & Staff Development");
- Authorised staff members of REA.D.1 ("Planning, Knowledge and Compliance");
- The REA Data Protection Officer (DPO);

- Authorised staff of the European Commission services concerned (e.g. DG HR).

Other potential recipients are:

- Permanent Representations of the Member States to the EU;
- Embassies of the Member States in the hosting countries;
- Ministries of foreign or European affairs of Member States;
- Relevant national authorities from the host Member State (e.g. Health Ministry, Federal Public Service Strategy and Support).

This transmission will be restricted to the information necessary for the competent entity to carry out its task that will process those data only for the purposes for which they have been transmitted. Any recipient of the data shall be reminded of their obligation not to use the data received for other purposes than the one for which they were transmitted.

1.11. Transfers of personal data to third countries or international organisations

Not applicable.

1.12. High-level description of security measures

All data in electronic format (emails, documents, etc.) that are processed during this processing activity are stored either on the servers of the European Commission or of the REA, the operations of which abide by the European Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services. Access to data is granted only to authorised members of the REA staff.

1.13. Data Protection Notice

A Data Protection Notice (DPN) relevant to this data processing activity is available under the REA Intranet (Section "Data Protection").