



Data Protection Notice

Managing REA Staff Missions

In accordance with 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), the Research Executive Agency (Agency or REA) collects your personal information only to the extent necessary to fulfil a precise purpose related to our tasks.

1. WHY DO WE COLLECT YOUR PERSONAL DATA?

The purpose of this processing operation is to allow the organization of travel, the accommodation of REA staff during missions and the payment of the resulting costs.

To ensure the most cost-effective management of the missions of its staff, the REA relies on external service providers. The mission management activity is broken down into a number of internal operations and other operations that are performed by the selected contractors. These contractors are:

- the travel agency responsible for issuing tickets, making hotel / car reservations;
- the organization responsible for issuing the credit card;
- the insurance / assistance company in charge of covering in a complementary way the head of mission in the event of illness / accident, or any other risk defined by the police coming on mission;
- car rental companies that can be used for missions;
- transport companies (airlines, railways, taxi etc);
- hotels, and / or other "assimilated" accommodation options (bed and breakfast, apart-hotel);
- and any other body that may be called upon to intervene by the specificity of the mission.

2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The controller is the Research Executive Agency (REA). For organisational reasons, the role of the data controller is exercised by Mr Daniel Skarja, head of Sector C1.004 ("Administrative Finance and Logistics") of the REA. The controller may be contacted via functional mailbox: REA-MISSIONS@ec.europa.eu.

3. WHAT IS THE LEGAL BASIS TO COLLECT YOUR DATA?

The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body (Article 5(1)(a) of Regulation), as established by Commission Decision of 27.09.2017 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel.

4. WHICH PERSONAL DATA ARE COLLECTED?

Personal data are collected and/or processed:

Title, surname, first name, date of birth, login, number of staff, number per id, assignment, place of assignment, office address, business telephone number, professional email address, credit card number, place(s) mission and transit, the estimated time of departure and return at the duty

station, the means of transport used, the name of the hotel, the invoice(s), the start and end times of the professional engagements at the mission site, the agent's bank account number, the budget line to which the mission will be charged, the MIPS mission number and the confirmation number generated at the moment of signature for approval by the authorizing officer.

5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

a. WHO WILL HAVE ACCESS TO THE DATA WITHIN THE AGENCY?

- REA line managers;
- Mission correspondents;
- Mission Manager (Gestionnaire de Missions – GEMI)
- Authorised staff of the Mission Unit C1/C2: staff involved in the financial processing of payments namely the FIA of Unit C1, FVA of Unit C2, AO of Unit C1, HoD, Director and the accounting team in C2.

b. WHO WILL HAVE ACCESS TO THE DATA OUTSIDE THE AGENCY?

- The service providers involved in the management and execution of a mission, namely: the travel agency, the insurance company, the hotels, the credit card issuing transportation (plane, train, etc.), car rental companies and others.
- PMO Unit in charge of missions;
- The Court of Justice of the European Union;
- European Ombudsman;
- European Court of Auditors (ECA);
- Internal Audit Service of the European Commission (IAS);
- European Anti-Fraud Office (OLAF);
- European Data Protection Supervisor (EDPS);
- Directorate-General for Informatics (DG DIGIT).

6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Data related to management of REA staff missions will be retained for 10 years starting 01/01/2012.

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

7. WHAT ARE YOUR RIGHTS?

At any time, data subjects can access (online) their personal data under MIPS and can rectify/erase (where applicable) the respective information as long as it is still in the workflow (open mission).

Data subjects may also change/rectify/withdraw themselves through MIPS their mission order. This rectification is subject to the approval of their supervisor.

For any questions regarding missions and the personal data that is processed in that context, data subjects may send an email to the following functional mailbox: REA-MISSIONS@ec.europa.eu.

In addition, with regard to the specific details of a mission, the name and telephone number of the manager responsible for the processing of the mission are indicated on the mission statement accessible to the staff via the MIPS application.

8. CONTACT INFORMATION

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the following email address: REA-MISSIONS@ec.europa.eu.

Further to the above, the following instances can be addressed:

REA Data Protection Officer (DPO): REA-DATA-PROTECTION-OFFICER@ec.europa.eu

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu.