



RECORD OF PERSONAL DATA PROCESSING

Art. 31 of the 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (henceforth "the Regulation")

Record n°

22

In accordance with Article 31 of the Regulation, individuals whose personal data are processed by the Executive Agency in any context whatsoever are to be protected with regard to the processing of personal data, and the Executive Agency has to keep records of their processing operations.

This record covers the following processes:

- 1) Mandatory records under Art 31 of the data protection regulation
- 2) Compliance check and risk screening

The ground for the record is (tick the relevant one):

- Regularization of a data processing activity already carried out.
 - Record of a new data processing activity prior to its implementation.
 - Change of a data processing activity.
-

PART 1 (This part may be public) Name of the processing operation		
1	Creation and last update of this record (if applicable)	Ares(2019)6807357 – 01/09/2019 Ares(2025)2793538 – 07/04/2025
2	Title and one-sentence description of the processing	Management of missions and authorised travel. For this REA is using the corporate online tool MIPS+ (Missions Integrated Processing System), OBT (Online Booking Tool - NEO) as well as a Travel Agency, a Mission Insurance and Professional Credit Card companies (external contractors)
(This part may be public) Part 1 - Article 31 Record		
2a	Legal basis	<p>Article 5(1) (a), (b) of the Regulation:</p> <p>(a) 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;</p> <p>(b) processing is necessary for compliance with a legal obligation to which the controller is subject</p> <p>In particular, the legal basis for the processing can be found in:</p> <p>- the Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Research Executive Agency, the Commission Decision of 6 November 2002 establishing the Office for the Administration and Payment of Individual Entitlements C (2002) 4367 and the Commission Decision of 27 September 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 travels.</p> <p>For special category of personal data (such as health data and trade union membership) Article 10 of the of Regulation 2018/1725 applies.</p>
3	Function and contact details of the controller	<p>The controller is REA, represented by its director. For organisational reasons, the role of the data controller has been entrusted by the Director to the delegated controller and is exercised by REA Head of Unit D2.</p> <p>The data controller may be contacted via functional mailbox: REA-CONTRACT-MANAGEMENT@ec.europa.eu</p>
4	Contact details of the Data Protection Officer (DPO)	REA-DATA-PROTECTION-OFFICER@ec.europa.eu

5	Name and contact details of joint controller (where applicable)	Joint controllership is involved. <input type="checkbox"/> <input checked="" type="checkbox"/> No
6	Name and contact details of processor (where applicable)	Processors are involved in the processing <input checked="" type="checkbox"/> yes <input type="checkbox"/> no <ul style="list-style-type: none"> • Office for the Administration and Payment of individual Entitlements – Paymaster Office (PMO) PMO-MISSIONS-TRAVEL-AGENCY-SUPPORT@ec.europa.eu • DG Budget (BUDG) BUDG-PAYMENTS-INFO@ec.europa.eu • DIGIT (DG for Informatics) DIGIT-COMM-TEAM@ec.europa.eu • European Research Council Executive Agency (ERCEA) ERC-BACKOFFICE-PORTAL@ec.europa.eu ERCEA makes available Speedwell that is a tool used by REA in the payment workflow of the invoices of AMEX • AMERICAN EXPRESS GLOBAL BUSINESS TRAVEL (AMEX) Lenneke Marelaan 6/1932 St. Stevens-Woluwé /Belgium- BRUEXCELLENCEADMIN@AMEXGBT.COM The travel agency responsible for issuing tickets, making hotel / car reservations (including their on-line booking tool: OBT). https://privacy.amexgbt.com/statement • AIRPLUS INTERNATIONAL GmbH Dornhofstraße 10 • 63263 Neu-Isenburg Deutschland/Allemagne benelux@airplus.com This organisation is responsible for issuing Corporate Credit Cards. • CIGNA INTERNATIONAL HEALTH SERVICE Plantin en Moretuslei 299, 2140 Antwerpen Clientservice1@cigna.com https://cignahealthbenefits.com/en/privacy This insurance / assistance company in charge of covering in a complementary way the mission performer in the event of illness / accident, or any other risk defined by the insurance policy.
7	Purpose of the processing	The purpose of this processing operation is to organise the travel and accommodation of REA staff ('mission performers') during missions and authorised travels, as well as the payment of the resulting costs. To ensure the most cost-effective management of the missions of its staff, REA relies on external service providers. The mission

		<p>management activity is broken down into several internal operations and other operations that are performed by the selected contractors.</p> <p>This record does not cover when the mission performers make the booking by themselves related to their travel</p>
8	Description of the categories of data subjects	REA staff authorised to organise and to perform a mission (mission performer)
9	<p>Description of personal data categories</p> <p>Indicate all the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):</p>	<p><i>Categories of personal data:</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Identification data ((title, name, first name, birth date, ID or passport number; Per ID and Personal Number from SYSPER (as of February 2026)) <input checked="" type="checkbox"/> Contact data (email address) <input type="checkbox"/> Education related data <input checked="" type="checkbox"/> Employment related data <input checked="" type="checkbox"/> Financial data (bank account, credit card number, expenses made with the professional credit card) <input type="checkbox"/> Data necessary for management of procedural / evaluation/performance related aspects: <input checked="" type="checkbox"/> Authentication and access data (temporary password to access the on-line booking tool) <input checked="" type="checkbox"/> Special category of data <input checked="" type="checkbox"/> Other incidental and unsolicited data
10	Retention time (time limit for keeping the personal data)	<p>REA applies the principles and retention periods indicated in Common Retention List of the Commission by analogy.</p> <p>The personal data collected (electronic and paper format) and related to this processing will be kept for a maximum period of 7 years after closure of the file, by analogy to the principles and the retention periods established by the European Commission policy on the retention of the document, indicated in section 12.7.1. of the Common Commission-Level Retention List for European Commission Files - Third revision and annex.</p> <p>Contractors do not keep personal information in a form that allows identification of individuals longer than is necessary for the purposes for which personal information is being processed. The retention and deletion of personal information is governed by a written policy, tailored to the legal requirements applicable in the GDPR and set down in their respective privacy statements.</p> <p>AMEX: https://privacy.amexgbt.com/gdpr#gdpr_duration GBT keeps personal information for as long as necessary to provide our products and services, fulfil the transactions you have requested, or for other essential purposes such as complying with our legal obligations, resolving disputes and</p>

		<p>enforcing our agreements. Because these needs can vary for different data types in the context of different products, actual retention periods will vary greatly.</p> <p>AirPlus: https://www.airplus.com/de/en/legal/privacy-statement/ How long will your data be stored? Your personal data will be erased once it is no longer needed for the purpose intended. Subject to legal regulations, AirPlus will store your data until the legal retention period expires. Depending on the legal basis, retention periods typically are between six and 10 years. In addition, your data will be stored until the legal statute of limitations expires (typically, three years) provided storing your data is required for asserting, exercising or defending legal claims. After this date, the respective data will be erased routinely.</p> <p>Cigna: https://www.cignahealthbenefits.com/en/privacy Cigna will retain your Personal Data for the period necessary to fulfill the purposes outlined in this Data Protection Notice unless a longer retention period is required or permitted by law, for example, to satisfy any legal, regulatory, tax, accounting, reporting requirements, or for fraud prevention.</p> <p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged?</p> <p><input type="checkbox"/>yes <input checked="" type="checkbox"/>no</p>
11	Recipients of the data	<p>Who will have access to the data within the Agency and for which purposes?</p> <p>Mission correspondents for creating mission orders and declaration of costs in MIPS for mission performers of their respective unit. Local Mission Officer – LMO (Gestionnaire de Missions - GEMI) for verifying and signing the mission orders and declaration of costs</p> <ul style="list-style-type: none"> • Authorised staff of Unit REA.D2 in charge of missions’ management, and authorised REA staff in charge of the verification and the validation of missions’ management • The financial verification and accounting team in Unit REA.D3 for the payment to the travel agency • The Budget team of Unit REA.D3 for the Budget reporting. <p>Who will have access to the data outside the Agency and for which purpose?</p> <ul style="list-style-type: none"> • Authorised staff of the service providers involved in the management and execution of a mission, namely the travel agency, the insurance company, the hotels, the

		<p>credit card issuing transportation (plane, train, etc.), car rental companies and others.</p> <ul style="list-style-type: none"> • Authorised staff of PMO Units in charge of missions including the payments, advances, and visa requests. • Authorised staff PMO Business Intelligence Team for reporting purposes. <p>All these persons have a need-to-know.</p> <p>In addition, data may be disclosed to public authorities, respecting the applicable data protection rules according to the purpose of the processing:</p> <ul style="list-style-type: none"> • The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure • The Investigation and Disciplinary Office of the Commission (IDOC) • The competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations • The European Anti-Fraud Office (OLAF) in case of an investigation • The Internal Audit Service of the Commission (IAS) • The European Court of Auditors (CoA) • The European Ombudsman • The European Data Protection Supervisor (EDPS) • The European Public Prosecutor’s Office (EPPO) <p>This transmission is restricted to the information necessary for the legitimate performance of their tasks. They are reminded of their obligation not to use the data received for other purposes than the one for which they were transmitted. If the transfer entails a change of purpose, it is expressly provided for in law and the data subject is informed of it.</p> <p>In case a staff member of the Agency moves to another Executive Agency or another EU institution, data residing under SYSPER may be automatically transferred.</p>
12	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p>	<p>Data is transferred to countries outside the EU or EEA (European Economic Area)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO</p> <p>AirPlus, Amex and Cigna, when providing the service may be required to transmit data concerning the mission performer authorised to travel to a country outside EEA.</p> <p>Data is transferred to international organisation(s)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Legal basis for the data transfer:</p>

		<p>AirPlus Personal data of mission performer will be transmitted to Third Countries only within the scope required to meet the respective purposes (e.g., reporting obligations under tax laws). Before personal data is transmitted to a processor or a third party in a Third Country, AirPlus will ensure that a GDPR-compliant transmission mechanism is in place (e.g., the sample clauses regarding the transmission of personal data to Third Countries provided by the European Commission).</p> <p>AMEX complies with Chapter V of EUDPR and GDPR when transferring personal data outside EEA: Transfer outside EEA subject to appropriate safeguards (Article 48.2 of the Regulation): Standard data protection clauses adopted by Commission, Binding corporate rules, Codes of conduct, Certification mechanism pursuant to points (b), (e) and (f) of Article 46(2) of Regulation (EU) 2016/679, where the processor is not a Union institution or body.</p> <p>Rules GLOBAL BUSINESS TRAVEL https://privacy.amexgbt.com/rules https://privacy.amexgbt.com/statement International transfers subject to appropriate contractual clauses or in accordance with our Global Privacy Rules, which form the basis of our EU-approved Binding Corporate Rules.</p> <p>CIGNA complies with Chapter V of EUDPR and GDPR when transferring personal data outside EEA: Transfer subject to Standard contractual clauses adopted by the European Commission (Section 7 of privacy statement on International transfers of personal data): Privacy Statement Cigna Global Insurance</p>
13	General description of the technical and organisational security measures	<p>The datasets are safeguarded in the Data Centre of the Commission and therefore covered by the numerous defensive measures implemented by DIGIT to protect the integrity and confidentiality of the electronic assets of the Institution.</p> <p>The login and the passwords are managed by the common certification service of the European Commission (ECAS).</p> <p>The responsible human resource managers in REA have access to the specific data they need to fulfil their management tasks. All further access to other persons must be communicated to the staff member concerned.</p> <p>The external contractors have put into place adequate technical and organisation security measures to protect the personal data that they handled and stored under this processing.</p>

14	Data subject rights/restrictions	<p>A data subject can submit a request concerning access, rectification, erasure, restriction or objection to processing of their personal data to the Controller (Article 14(3) of Regulation (EU) 2018/1725) by sending their request to the Functional Mailbox or to the email indicated in the record.</p> <p>They may be restricted only under certain specific conditions as set out in the applicable <u>Restriction Decision</u> in accordance with Article 25 of Regulation (EU) 2018/1725.</p> <p>Further to the above, data subjects may contact the REA Data Protection Officer (DPO): REA-DATA-PROTECTION-OFFICER@ec.europa.eu</p> <p>In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu</p>
15	Information to data subjects/Data protection notice (DPN)	<p>A Data Protection Notice (DPN) relevant to this data processing is available in the REA public register of records and it is transmitted by the data controller to the data subjects, where applicable.</p>