



## Data Protection Notice

*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 – UNIT D2*

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<sup>1</sup> (‘the Regulation’), the European Research Executive Agency (‘the 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 organise the travel and accommodation of REA staff<sup>2</sup>(‘mission performer’) during missions<sup>3</sup> or authorised travels<sup>4</sup>, as well as the payment of the resulting costs. To ensure the most cost-effective management of the missions and authorised travels of its staff, REA relies on external service providers that have been selected on a call for tenders. The mission management activity is broken down into several 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 (including their on-line booking tool).
- The organisation responsible for issuing the corporate credit card.
- The 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.

### 2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The controller is the European Research Executive Agency (“REA” or “the Agency”). For organisational reasons, the role of the data controller has been entrusted to REA Head of Unit D2. The

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<sup>1</sup> 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 (OJ L 295 of 21.11.2018, p.39).

<sup>2</sup> Authorised travel is a travel away from the place of employment, undertaken by a staff member, both in the personal interest of the staff member and in the interests of the institution, with a link to their professional tasks. It is covered by an authorisation to travel.

<sup>3</sup> A mission (instruction to travel) is defined as travel away from the place of employment solely in the interests of the service on the instructions of a line manager. It is covered by a mission order.

<sup>4</sup> Authorised travel is a travel away from the place of employment, undertaken by a staff member, both in the personal interest of the staff member and in the interests of the institution, with a link to their professional tasks. It is covered by an authorisation to travel

data controller may be contacted via functional mailbox: [REA-CONTRACT-MANAGEMENT@ec.europa.eu](mailto:REA-CONTRACT-MANAGEMENT@ec.europa.eu)

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

Missions and authorised travels are necessary for the implementation of the tasks vested in the Agency.

The legal basis for the processing can be found in:

Article 5(1) (a), (b) of the Regulation:

(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;

(b) processing is necessary for compliance with a legal obligation to which the controller is subject.

In particular, in the following Commission decisions:

- 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.

If special categories of personal data are processed (such as health related data or membership of a trade union) , their processing will comply with the conditions of Article 10 (2) of the Regulation, namely, the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law insofar as it is authorised by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

### **4. WHICH PERSONAL DATA ARE COLLECTED?**

The following personal data from the data subject (mission performer) are processed in the framework of the mission order and declaration of costs are:

- Identification data (title, first name, last name, birth date, ID or passport number; Per ID and Personal Number from SYSPER (as of February 2026)
- Contact data (email address, telephone number)
- Financial data (bank account, credit card number, expenses made with the professional credit card),
- Employment related data (first name and last name)
- Location data (location and the starting and finishing times of the meeting(s), duration, times and itineraries of the trips, transports used and accommodation arrangements).
- Special category of data (including but not limited to health data, trade union data, etc.)

## **5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?**

### **a. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA WITHIN THE AGENCY?**

Access is always granted on a need-to-know basis.

- Mission performer's line manager
- Mission correspondents
- Local Mission Officer – LMO (Gestionnaire de Missions - GEMI)
- Authorised staff of Unit REA.D2 in charge of missions' management, and authorised staff of the REA 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.

### **b. WHO WILL HAVE ACCESS TO YOUR PERSONAL 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 Units in charge of missions including the payments, advances, and visa requests.
- PMO Business Intelligence Team for reporting purposes.

In addition, data may be disclosed to public authorities, respecting the applicable data protection rules according to the purpose of the processing:

- 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 (Internal Audit Service))
- The European Court of Auditors (CoA)
- The European Ombudsman
- The European Data Protection supervisor (EDPS)
- The European Public Prosecutor's Office (EPPO).

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.

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.

### ***If applicable, international transfers***

The contractors providing a service to REA may be required to transmit data concerning the mission manager / person authorised to travel to a country outside the EEA

Legal basis for the data transfer:

Transfer subject to appropriate safeguards (Article 48.2): Standard data protection clauses adopted by 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.

Further details are found in the privacy statements of the selected contractors<sup>5</sup>.

## 7. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

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.

## 8. WHAT ARE YOUR RIGHTS?

You may have access to your personal data and may exercise your right of information / access / rectification / erasure / restriction / data portability / objection / withdrawal of consent by contacting the data controller at: [REA-CONTRACT-MANAGEMENT@ec.europa.eu](mailto:REA-CONTRACT-MANAGEMENT@ec.europa.eu)

Any request from a data subject to exercise a right will be dealt within one month from receipt of the request. This period may be extended pursuant to Article 14(3) of Regulation (EU) 2018/1725.

Your right to information, access, rectification, erasure, restriction or objection to processing, communication of a personal data breach or due to confidentiality of electronic communications may be restricted only under certain specific conditions as set out in the applicable [Restriction Decision](#) in accordance with Article 25 of Regulation (EU) 2018/1725.

## 9. 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-CONTRACT-MANAGEMENT@ec.europa.eu](mailto:REA-CONTRACT-MANAGEMENT@ec.europa.eu)

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

REA Data Protection Officer (DPO): [REA-DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto:EDPS@edps.europa.eu).

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<sup>5</sup> Currently, the service providers are AMEX (for travel arrangements), CIGNA (for insurance and assistance) and AirPlus (corporate credit cards)

<https://privacy.amexgbt.com/statement>

<https://cignahealthbenefits.com/en/privacy>

<https://www.airplus.com/de/en/legal/privacy-statement/>