



RECORD OF PERSONAL DATA PROCESSING ACTIVITY

In accordance with Article 31 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 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: 22
Created on (date): 1 September 2019
Last update (date):

NAME OF THE PROCESSING ACTIVITY

Managing REA staff missions

1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION

1.1. Name and contact details of controller

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.

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

Mr Evangelos Tsavalopoulos (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)

- PMO for MIPS services under SLA;
- DG BUDG for ABAC.

1.5. Purpose of the processing

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.

1.6. Legal basis for the processing

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.

1.7. Categories of data subjects

REA staff authorized to execute a mission.

1.8. Categories of personal data

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.

1.9. Retention time (time limit for keeping the 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**

1.10. Recipients of the data

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

- 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.

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

- 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).

This transmission is restricted to the information necessary for the legitimate performance of tasks within the competence of the recipient. The recipients of the data are 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").