

**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 "Data protection regulation")

Record n°

(N° provided by the Data Protection Officer)

In accordance with Article 31 of the data protection 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 two aspects:

- 1. Mandatory records under Art 31 of the data protection regulation (recommendation: make the header and part 1 publicly available)*
- 2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)*

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

- Regularisation of a data processing operation already carried out*
- Record of a new data processing operation prior to its implementation*
- Change of a data processing operation.*

(This part may be public)
Name of the processing operation

1	Last update of this record if applicable	07/12/2023
2	Short description of the processing	REA.D.2 ensures the daily implementation of work-patterns, leave and presence with the support of IT tool SYSPER.

(This part may be public)
Part 1 - Article 31 Record

2a	Legal basis	Article 5(1)(a)(b)(c) of the Regulation Staff Regulation
3	Function and contact details of the delegated controller	Function: Head of Unit Unit: REA.D.2 – People and Workplace For Statutory Staff: REA-TIME-MANAGEMENT@ec.europa.eu For Interim Agents: REA-INTERIM-AGENTS@ec.europa.eu For Blue Book Trainees: REA-TRAINEES@ec.europa.eu
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)	NA
6	Name and contact details of processor (where applicable)	For Statutory Staff: <ul style="list-style-type: none"> - DG DIGIT - SLA signed on 6 August 2019 and amended on 7 July 2023 - (currently under revision) (DIGIT-MOU@ec.europa.eu) - DG HR - Service Level Agreement signed on 24 January 2018 and amended on 20 December 2022 (HR-BXL-HEALTH-CONTRACTS@ec.europa.eu) for SYSPER (HR-MAILA3@ec.europa.eu) - Pay Masters Office (PMO) - Service Level Agreement signed on 3 October 2018 and amended on 8 July /2022 (currently under revision) (PMO-DATAPROTECTION@ec.europa.eu). For Interim Agents: Randstad Belgium, Start People and Daoust (or other Interim agencies that are used or will be used from a Framework contract. For Blue Book Trainees: DG EAC, Traineeship Office - SLA signed on 23 December 2016 and amended on 11 January 2023- EC-Traineeships-Office@ec.europa.eu
7	Purpose of the processing	The purpose of the processing is to collect personal data to manage: <ul style="list-style-type: none"> • work patterns (full-time, part-time) • leave (parental leave, family leave, sick leave, special leave) • flexitime of presence (work at the workplace, telework at the place of employment, telework from abroad, mission, compensation after night flight)

8	Description of the categories of data subjects	<input checked="" type="checkbox"/> Statutory Staff (Contractual and Temporary staff in active position) <input checked="" type="checkbox"/> Relatives of the data subject <input checked="" type="checkbox"/> Other, please specify: Interim Agents; Blue Book Trainees; former Statutory Staff as well as their children and/or dependant relatives_____
9	Description of personal data categories 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):	<i>Categories of personal data:</i> <input checked="" type="checkbox"/> Identification data <input checked="" type="checkbox"/> Contact data <input type="checkbox"/> Education related data <input checked="" type="checkbox"/> Employment related data <input type="checkbox"/> Financial data <input type="checkbox"/> Data necessary for management of procedural/evaluation/performance related aspects <input type="checkbox"/> Authentication and access data <input checked="" type="checkbox"/> Special categories of data <input checked="" type="checkbox"/> Other incidental and unsolicited data
10	Retention time (time limit for keeping the personal data)	REA applies the principles and retention periods indicated in Common Retention List of the Commission by analogy (https://myintracomm.ec.europa.eu/dg/grow/PublishingImages/Data%20Protection/Common%20Retention%20List_Annex.pdf): <u>For Statutory Staff:</u> <ul style="list-style-type: none"> - Time management data is retained in SYSPER (the EC tool to manage HR) as long as a staff member has an employment link with REA or up to 6 months after departure - Special leave data for family reasons is kept 7 years (after certificate's reception) - Sick leave data is kept at least for 3 years with possible extension to 5 years (after certificate's reception). <u>For Interim Agents:</u> <ul style="list-style-type: none"> - The timesheets and related working documents are kept for 10 years (after approval). <u>For Blue Book Trainees:</u> Time management data is kept for 4 years (after end of traineeship). Where REA receives unsolicited data, REA does not use such data for this time management processing.

		<p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged? <input type="checkbox"/>yes <input checked="" type="checkbox"/>no</p>
<p>11</p>	<p>Recipients of the data</p>	<p><u>For Statutory Staff:</u></p> <p>Inside REA:</p> <ul style="list-style-type: none"> - the concerned staff member - HR sector - Director acting as Authority Empowered to Conclude Contracts (AECC) - Management (concerned Heads of Department, Heads of Unit and Heads of Sector) <p>Outside REA:</p> <ul style="list-style-type: none"> - Authorised staff of DG HR - Authorised staff of PMO - Authorised staff of Medical Service of the Commission - Members of the Joint Committee on Part-Time Work, which can only access files explicitly referred to it. This Joint Committee shall examine any refusal to authorise part-time work or postponement of its starting date if the matter is referred to it by the person concerned. <p><u>For Interim Agents:</u></p> <ul style="list-style-type: none"> - REA Finance Unit - Randstad Belgium, Start People and Daoust (or other Interim agencies that are used or will be used from a Framework contract). <p><u>For Blue Book Trainees:</u></p> <ul style="list-style-type: none"> - REA Traineeship Coordinator - Authorised staff of the Traineeships Office that control the data submitted by candidates to the Gestmax platform. <p>In addition, data may be disclosed to public authorities, which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law and shall not be regarded as recipient (such as the European Court of Justice, European Anti-Fraud Office – OLAF, European Public Prosecutor’s Office – EPPO, national courts/judges etc.). The processing of those data by those public authorities shall comply with the applicable data protection rules according to the purpose of the processing.</p> <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</p>

		<p>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>NA</p>
13	<p><u>General</u> description of the technical and organisational security measures</p>	<p>The datasets are safeguarded in the Data Center 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 and PMO 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>
14	<p><u>Data subject rights/restrictions</u></p>	<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 (depending on the processing activity: REA-TIME-MANAGEMENT@ec.europa.eu; REA-TRAINEES@ec.europa.eu; or REA-INTERIM-AGENTS@ec.europa.eu).</p> <p>They 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.</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	<p>Information to data subjects/Data protection notice (DPN)</p>	<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>