

EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of 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.

Nr.	Item	Description
		Transfers of personal data of EDPS staff members to the Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting countries and ministries of foreign or European affairs of Member States (hereafter: Member States)
1.	Last update of this record	6/10/2020
2.	Reference number	23
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Responsible department or role: HRBA Unit of the EDPS, in particular the HR personnel file manager. Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	DPO@edps.europa.eu



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5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	
7.	Purpose of the processing	<p>By way of request, Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting countries and ministries of foreign or European affairs of the Member States regularly address the EDPS to obtain a certain number of personal data of its staff members. Therefore, HR unit has been designated to answer such requests.</p> <p>The EDPS will transfer periodically (every year) to Member States the categories of personal data mentioned in point 8 of the record of its personnel for the following purpose:</p> <ul style="list-style-type: none"> • to enable national administrations to follow up on the privileges granted to officials and other servants. <p>Such transfers are subject to the rules on transfers. Article 9 of the Regulation 2018/1725 provides:</p> <p>1. Without prejudice to Articles 4 to 6 and 10, personal data shall only be transmitted to recipients established in the Union other than Union institutions and bodies if:</p> <p>(a) the recipient establishes that the data are necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the recipient; or</p> <p>(b) the recipient establishes that it is necessary to have the data transmitted for a specific purpose in the public interest and the controller, where there is any reason to assume that the data subject's legitimate interests might be prejudiced, establishes that it is proportionate to</p>



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		<p>transmit the personal data for that specific purpose after having demonstrably weighed the various competing interests.</p> <p>It is for the recipient to show that either of these conditions is fulfilled.</p> <p>The EDPS will in any case verify the purpose of each transfer on a case by case basis.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>Categories of data subjects: officials and other servants included in such categories [i.e. those benefitting from the privileges and immunities], including seconded national experts.</p> <p>For other staff (interim, prestataires de services) a further legal basis would be needed.</p> <p>Categories of personal data: the names of the staff members coming from that country, their function and mail address.</p>
9.	Time limit for keeping the data	The officer in charge keeps the e-mail during one year after having sent the information to the Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting countries and ministries of foreign or European affairs of the Member States.
10.	Recipients of the data	Permanent Representations of the Member States to the EU, embassies, of the Member States in the hosting countries and ministries of foreign or European affairs of the Member States
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No



Nr.	Item	Description
12.	General description of security measures, where possible.	- Need to know: only the official in charge in the HRBA unit or his/her back up can have access to the personal data of the colleagues and keep track of them
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Data protection notice published on EDPS intranet.

