

## 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
	<b>Procedure for lodging appeals before the Appointing Authority.</b>	
1.	Last update of this record	<b>30/11/18</b>
2.	Reference number	<b>10</b>
3.	Name and contact details of controller	<p><a href="#">European Data Protection Supervisor (EDPS)</a>  <b>Postal address:</b> Rue Wiertz 60, B-1047 Brussels  <b>Office address:</b> Rue Montoyer 30, B-1000 Brussels  <b>Telephone:</b> +32 2 283 19 00  <b>Email:</b> <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a></p> <p>Responsible department or role:            HRBA Unit</p> <p>Contact form for enquiries on processing of personal data to be preferably used:  <a href="https://edps.europa.eu/node/759">https://edps.europa.eu/node/759</a></p>
4.	Name and contact details of DPO	<a href="mailto:DPO@edps.europa.eu">DPO@edps.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	European Commission, insofar as manager of the NDP module (see item 11) DG DIGIT ( <a href="mailto:DIGIT-SYSPER2@ec.europa.eu">DIGIT-SYSPER2@ec.europa.eu</a> ), implements the NDP module.



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		For enquiries, European Commission DPO: <a href="https://ec.europa.eu/info/departments/data-protection-officer_en#contact">https://ec.europa.eu/info/departments/data-protection-officer_en#contact</a>
6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	<p>The EDPS Decision of 10 November 2014 has adopted Implementing measures regarding Articles 90 and 91 of the Staff Regulations of the Officials of the European Union and the Conditions of Employment of Other Servants of the European Union laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68.</p> <p>These measures allow EDPS member staff to lodge a complaint before the appointing authority, including requests that the appointing authority take a decision and complaints against an act by the appointing authority.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><u>Categories of persons:</u> EDPS officials, temporary and contract staff</p> <p><u>Data categories:</u></p> <ul style="list-style-type: none"> <li>Identification data</li> <li>Pers. /Pension No</li> <li>Assignment</li> <li>Office address &amp; Tel</li> <li>Private address if retired</li> <li>Email address</li> <li>Short description or subject of the request or complaint</li> <li>Act which is the subject of the complaint (Not for requests for a decision)</li> <li>Agreement on the registration of request/complaint</li> <li>Date and signature</li> </ul>



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9.	Time limit for keeping the data	The time for which the complaint files may be kept in the personal file shall be 5 years after the closure of the procedure in order to be able to set up a comparison of previous decisions and to allow a harmonised application of the Staff Regulations. Any electronic communications in relation to this procedure must be deleted immediately after the complaints and the related decisions have been filed in the personal file.
10.	Recipients of the data	<ul style="list-style-type: none"> <li>- the Human Resources Unit;</li> <li>- the AIPN;</li> <li>- the EDPS management board;</li> <li>- in case of transfer to another Institution, the official in charge of personal files in this Institution</li> <li>- the EDPS DPO, the IAS, the Court of Auditors and Court of Justice where necessary.</li> </ul>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	<ul style="list-style-type: none"> <li>- Electronic file: The electronic file (the final decision and request form attached) is in NDP (= Numérisation des Dossiers Personnels”, “digitalised personal file” is a European Commission application in Sysper, where the personal files are computerised).</li> <li>- Paper file : are stored in a cupboard in a locked office to which only a restricted of HR colleagues have access on a need-to-know basis.</li> </ul>
13.	For more information, including how to exercise your rights to	DPN published on the EDPS intranet



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	access, rectification, object and data portability (where applicable), see the data protection notice:	