

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
		Enrolment to the Early Childhood Centre
1.	Last update of this record	18/10/2018
2.	Reference number	16
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: HRBA unit
4.	Name and contact details of DPO	DPO@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	<u>European Commission (EC)</u> Responsible department or role: OIB Mrs Christiane BARDOUX, Head of Department OIB CPE <u>Contact email:</u> After-school - oib-inscriptions-garderies-postscolaires@ec.europa.eu Kindergarden - oib-inscriptions-creches-jardins-enfants@ec.europa.eu Care centre during holidays - OIB-GARDERIES-AEREES@ec.europa.eu




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		<p>Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759</p> <p>The EC is tasked by the Commission Decision of 6 November 2002 establishing the Office for Infrastructure and Logistics in Brussels (2003/523/EC)</p> <p>Article 3 – Tasks</p> <p>1. The Office shall be responsible, in particular, in respect of the Brussels site, for:</p> <p>(f) providing services to the institutions covering certain social welfare facilities such as crèches and after-school child-minding services.</p> <p>See relevant data protection record.</p> <p>For data protection enquiries, European Commission DPO: https://ec.europa.eu/info/departments/data-protection-officer_en#contact</p>
6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	<p>The enrolment of children is carried out via the IT Tool KIDDYWEB in day nurseries and after-school childminding centres via collection of all the information required in order to determine the priority for admission, the hours of attendance, the parental contribution and the care to be received by the child.</p> <p>The role of the EDPS is to verify the costs each registration via KIDDYWEB entails. This however is not done via KIDDYWEB. The OIB sends attendance lists which includes the costs for each parent via email to the HRBA unit (to the person verifying the salaries, as well as to the FMB EDPS-FINANCE).</p>



Nr.	Item	Description
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><u>Categories of persons:</u> All EDPS Staff, and their children</p> <p><u>Categories of data:</u> Personal data (name, first name, gender, date of birth, nationality, birth certificate, address, institution, staff number, adresse, school, grade of the child in school) , including marital status, and salary information available in the Commission's human resources management programmes NAP will be extracted automatically. The information concerning the marital status is only used for administrative verification. Parents are asked to provide all other mandatory personal data, salary details and medical information. Concerning the day nurseries, it is possible to indicate the adoption status of the child as this information constitutes a criteria to receive priority admission.</p>
9.	Time limit for keeping the data	As per the data protection notice of the European Commission which is the owner of the IT Tool KIDDYWEB, The data are kept for 5 years after the European Parliament's discharge for the budgetary year corresponding to the child's departure, after which they are destroyed.
10.	Recipients of the data	<ul style="list-style-type: none"> - HRBA Unit of the EDPS - European Commission's DG HR.DS.4 (child visiting and collection authorisations for the attention of guards) - "ONE" (Office de la naissance et de l'enfance) or "Kind & Gezin", Belgian accreditation bodies for the Early Childhood Centre facilities
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.	The data is registered and stored on KIDDYWEB, therefore, the security measures in place are defined and implemented by the European Commission. See Kiddyweb data protection notice.



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		The HRBA functional mailbox (the FMB EDPS-FINANCE) is accessed only by EDPS staff tasked with financial matters.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p data-bbox="745 328 1227 360">DPN published on the EDPS intranet.</p> <div data-bbox="1559 379 1610 440" style="text-align: center;">  </div> <p data-bbox="1487 448 1682 501" style="text-align: center;">kiddyweb-data-protection-fr.pdf</p> <p data-bbox="745 483 1485 515"><i>See Kiddyweb data protection notice at EC's intracomm.</i></p>