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
		Processing of personal data carried out for sick leave or accidents of staff members
1.	Last update of this record	**17/09/2018**
2.	Reference number	**18**
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 FMB: edpsgeco@edps.europa.eu 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
5.	Name and contact details of joint controller (where applicable)	European Commission • Medical Service of the EC - HR-BXL-CERTIFICATS-MEDICAUX@ec.europa.eu

Nr.	Item	Description
		• DG HR DG HR establishes and implements the EC humain resources policy, which is supporteed by the Sysper IT tool used by the EDPS staff to enter leaves requests • DG DIGIT (DIGIT-SYSPER2@ec.europa.eu) manages the Sysper IT tool For enquiries, European Commission DPO: https://ec.europa.eu/info/departments/data-protection-officer_en#contact
6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	The purpose of the processing is to manage sick leaves or accidents for the EDPS staff. The legal basis for processing data is Articles 57, 58, 59, 59a and 60 of the Staff Regulations and the EDPS decision of 27th November 2015.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	Only the data of staff members (officials or contractual agents) is processed. Data categories: - For the absence without a certificate: name, surname, personal number, date of absence, address. The sick leave is introduced by the GECO or its backup. - For the absence with a medical certificate: the GECO receives a list only mentioning the name of the staff member, the length of the absence and the type of leave (sick leave, part time medical leave, etc). - All other data mentioned on the medical certificates are exclusively processed by the medical service of the EU Commission
9.	Time limit for keeping the data	5 years

Nr.	Item	Description
		However, the list of certificates (electronic and paper) sent to the EDPS by the Medical Service, which mentions the name of the staff member, the length of the absence and the type of leave (sick leave, part time medical leave, etc), is kept until the Medical Service sends the EDPS the final debit note covering the costs of the processing of the medical certificates sent by the staff members to the medical service directly. The purpose is to be able to verify the accuracy of the number of certificates billed to the EDPS. The data is kept until the debit note has been issued by the Medical Service and not for longer than 2 years in total.
10.	Recipients of the data	Via SYSPER: - The EDPS and the EDPS assistant - The EDPS Director - Heads of Units/Sectors - The medical service of the Commission Via the functional mailbox of the EDPS: - The Paymaster Office of the Commission (PMO) for withholding of wages in case of irregular absences - Other Institutions in case of transfer (they receive a chart with the liquidation account of sick leave)
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 list sent by the Medical Service only mentioning the name of the staff member, the length of the absence and the type of leave (sick leave, part time medical leave, etc) is saved on a file

Nr.	Item	Description
		system drive. Only the HoU HRBA as well as the GECO and its backup have access to the folder.
		In addition a paper copy is made and saved in a paper file. The paper file is archived in the office of the EDPS GECO.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	DPN published on the EDPS intranet.