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
		Exceptional leaves, absences and permanencies
1.	Last update of this record	**08/12/2018**
2.	Reference number	**21**
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 EDPS GECO 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 PMO 01.002 PMO-01-SALARIES@ec.europa.eu

Nr.	Item	Description
		The PMO will adjust the salaries when applicable (for example during a staff member's participation to a strike, a sum is to be deducted from the salary of the staff member).
		• 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
		Please consult relevant data protection records.
6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	The purpose is to manage the exceptional leaves, absences, and permanencies of staff members so that the EDPS leave manager (GECO) may determine if the staff members leave rights are to be adapted.
		The exceptional leaves, absences, and permanencies could concern but are not limited to:
		- permanencies during the EDPS office closures
		- flexibility during public holidays (for example the possibility to work during the day of Easter)
		- participation to strikes organised by unions
		The exceptional leaves, absences, and permanencies do not fall under the normal scope of leaves and special leaves granted to staff members, for which another record gives account.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	Categories of persons: EDPS Staff Members Categories of data:

Nr.	Item	Description
		Name, first name, staff number, status, date, time worked, time of absence (in the case of participation to strikes).
9.	Time limit for keeping the data	The attendance sheets will be destroyed 2 months after they have been processed. The same applies to emails received by colleagues who have participated to a strike (2 months after the processing of the data).
		The time limit for keeping the data related to salaries is 7 years as per the Financial regulation of the EU.
10.	Recipients of the data	- EDPS GECO edpsgeco@edps.europa.eu
		- EDPS Salaries edps-salaries@edps.europa.eu
		- European Commission: PMO 01.002 PMO-01-SALARIES@ec.europa.eu
		- European Commission: DG HR/DG DIGIT via SYSPER
		- Heads of departments (only the ones who will have to validate a SYSPER request)
		In addition, the data is registered in SYSPER, as it is the tool used by the EDPS for the time management of its staff members.
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.	Need to know principle: normally only the GECO is authorised to have access to this information.
		Physical and elecronic security measures.
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