

## 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>Transfer of Data to EUROSTAT</b>
1.	Last update of this record	<b>10-10-2018</b>
2.	Reference number	<b>22</b>
3.	Name and contact details of controller	<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>  Responsible department or role: HRBA Unit of the EDPS, in particular the persons in charge of EDPS personnel files.  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>
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)	Not applicable



Nr.	Item	Description
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Very short description and purpose of the processing	The purpose of the processing is to transfer personnel data to EUROSTAT. This will enable EUROSTAT to evaluate the pension regime of the european civil services in its general functions. The responsible HR file manager of the EDPS receives an email request from EUROSTAT with an excel table attached to it which must be filled in. Once the table is completed, it is sent back to EUROSTAT by email.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>(1) The categories of persons concerned by the processing are EDPS Staff members with the exception of trainees and interim agents.</p> <p>(2) The data which will be used solely within this procedure includes the following:</p> <ul style="list-style-type: none"> <li>- NUP code</li> <li>- personnel number</li> <li>- date of birth</li> <li>- date of death (<i>if this is filled in this record is no longer under the Regulation</i>)</li> <li>- gender, nationality</li> <li>- country of residence</li> <li>- civil status (date of bith, date of death and gender of partners and dependents or assimilated dependents of the official)</li> <li>- the institution or agency</li> <li>- start date at the institution or agency</li> <li>- expiration date of contract if applicable</li> <li>- administrative status</li> </ul>



Nr.	Item	Description
		<ul style="list-style-type: none"> <li>- grade and step</li> <li>- multiplication factor</li> <li>- basic salary for the pension fees</li> <li>- estimated time before the pension starts (including pension transfers, buy outs and regularisation process of auxiliary staff members)</li> </ul>
9.	Time limit for keeping the data	The time limit for keeping the data (the completed excel table) for EDPS is 18 months after it has been sent to EUROSTAT - 12 months in case EUROSTAT has additional queries + 6 months of additional safeguard.
10.	Recipients of the data	<u>EUROSTAT</u> Unit C3 – Statistics for Administrative Purposes
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 excel table provided by EUROSTAT is stored on the HRBA shared drive.  Only personnel file managers working for the HRBA unit have access to the folder. Other HRBA colleagues do not have access as access is limited.
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.

