

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
	Financial contribution to cost of subscriptions to public transport	
1.	Last update of this record	08/12/2018
2.	Reference number	28
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 of the EDPS, in particular the HR officer in charge of the verification of the request. 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)	n/a



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6.	Name and contact details of processor (where applicable)	n/a
7.	Purpose of the processing	The purpose is to grant the partial reimbursement of staff member public transportation costs. Every trimester, EDPS Staff is invited to submit their reimbursement claims in view of receiving partial reimbursement of their public transportation costs.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	All EDPS staff having chosen to use public transportation instead of private car to come to work. The data categories include: Name, first name, staff number, and the information included in the justification documents provided by the staff member (transport card number, picture, birth date, address).
9.	Time limit for keeping the data	The time limit for keeping the data (paper files) is 7 years as per the Financial regulation of the EU.
10.	Recipients of the data	The financial team of the EDPS. EDPS-FINANCE@edps.europa.eu
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 paper documents collected from staff members are kept in a locked cupboard in the HRBA Unit.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability	DPN published on the EDPS intranet.



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	(where applicable), see the data protection notice:	