EUROPEAN DATA PROTECTION SUPERVISOR

## EDPS Record of Processing Activity

| Nr. | Item | Description | |
|---|---|---|---|
| | | ***Missions Management*** | Document info |
| 1. | Last update of this record | 21.02.2024 | |
| 2. | Reference number | 11 | |
| | ***Part 1 - Article 31 Record (specific legal obligation to publish – see Article 31(5)) < row to be deleted when filled in>*** | | Roles & Contact Details |
| 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 Delegated controller: HRBA UNIT: EDPS-MIPS@edps.europa.eu Contact form for enquiries on processing of personal data to be preferably used: https://www.edps.europa.eu/about-edps/contact_en The European Commission: Administration and Payment of Individual Entitlements (PMO.5) is a separate controller for this processing activity (PMO-MIPS@ec.europa.eu). EC record: DPR-EC-00990.3 | |

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| 4. | Name and contact details of DPO | dpo@edps.europa.eu | Roles & Contact Details |
|----|----|----|----|
| 5. | Name and contact details of joint controller (where applicable) | N/A | |
| 6. | Name and contact details of processor (where applicable) | - Directorate-General for Digital Services (**DIGIT**)<br><br>- **AMEX** Global Business Travel, as processor of the EC-PMO (AMEX: privacy statement: http://privacy.amexgbt.com/gdpr)<br><br>- **CIGNA** healthcare, as processor of the EC-PMO (CIGNA privacy statement: https://www.cignahealthbenefits.com/en/privacy) | |
| 7. | Short description and purpose of the processing | Short description:<br><br>All transactions are supported by the application MIPS (http://intracomm.ec.testa.eu/mips), owned and managed by the EC-PMO.<br><br>The workflow is the following:<br><br>- Creation of the "mission" order by the assistant in charge of the missions in each unit / sector or by the mission performer<br><br>- Confirmation and signature of the actors of the workflow and approval of the authorising officer<br><br>- Introduction of the declaration by the officer "in mission" within 3 months from the return date from the working assignment outside the normal working place<br><br>- Supporting documents relating to the declaration of mission expenses must be obligatorily | Description of processing |

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| | | scanned and downloaded in MIPS | Description of processing |
| --- | --- | --- | --- |
| | | - Verification and signature of the actors of the workflow and approval of the authorising officer | |
| | | - Electronic sending of the file to the PMO for calculation via the MIPS application. | |
| | | - Calculation of the "mission" by the PMO. | |
| | | During the liquidation phase during which the PMO reviews the supporting electronic documents, the officer having carried out a "mission" must keep the original paper documents in order to provide them to the PMO at the request of the latter for various reasons (electronic copy not readable, random control, …). | |
| | | - Ex-ante control by the PMO. | |
| | | An alert message informs each officer in working travel that he / she has been selected as part of this check and is requested to submit to PMO2 the original supporting documentation for this assignment. The documents sent to the PMO will be kept and archived by the PMO. If the file is non-compliant, the interested officer is contacted individually by the PMO 2. | |
| | | - Sending of a Payment Request by MIPS in the ABAC budget application of the EDPS | |
| | | - Verification and payment by the financial unit of the EDPS | |
| | | Purpose : | |
| | | Enable the EDPS staff to register mission orders as well as statements of expenses in order to get reimbursed according to the rules described in the "mission guide". | |

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| 8. | Description of categories of persons whose personal data is processed and list of data categories | Categories of persons:<br><br>All EDPS staff : officials, temporary and contract staff, seconded national experts, blue book trainees.<br><br><br>Data categories:<br><br>- Identification data of the staff<br><br>- Data regarding the mission itself: place(s) of the mission and transit, date of departure and arrival, means of transport, name and place of the hotel, hotel invoices, start and end times of the professional commitments, possible combined holidays, possible request for anticipating budget for expenses, the budget line on which the mission will be paid, the MIPS mission number and the confirmation number created when the authorising officer signs for agreement. | Description of processing |
| --- | --- | --- | --- |
| 9. | Time limit for keeping the data | The data collected for mission management - are kept for a maximum of 7 years.<br><br>Once the legal deadline has expired, the - file is deleted.<br><br>According to the EC record: DPR-EC-00990.3<br><br>'*Les pièces transmises au PMO sont conservées et archivées dans les locaux d'archivage de l'Office. Une fois la mission payée, le chargé de mission peut détruire les documents originaux papier sauf s'il souhaite contester le décompte, en ce cas les documents originaux seront nécessaires pour introduire une réclamation au tire de l'article 90(2) du Statut. Une fois le délai réglementaire expiré, le dossier papier et numérique est détruit. Les dossiers numérisés et papier ne seront détruits par la DIGIT que sur demande expresse du PMO.*' | Retention |

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| 10. | Recipients of the data | - PMO.2 for the management of the reimbursement of the mission expenses.<br><br>- DG BUDG (as accountant), IAS (as internal auditor), the European Court of Auditors in the framework of the Declaration of insurance.<br><br>- The EEAS, for every mission out of the EU<br><br>- DIGIT in case of technical issue. | Recipients |
|---|---|---|---|
| 11. | Are there any transfers of personal data to third countries or to international organisations? If so, to which ones and with which safeguards? | The travel agency providing the service (AMEX-GBT) may be required to transmit data concerning the travel agent / authorised traveller to a country outside the EU. As travel is inherently global, transfers of personal data outside of EU and EEA could occur, depending on the travel location. In order to organise travel, booking information is shared with airlines, hotels and other travel suppliers around the world.<br><br>Transfers of the travel agency within its 'corporate familiy' are based on Art. 48(2)(d) of the Regulation (EU) 2018/1725 - Binding Corporate Rules (BCRs).<br><br>Transfers are also based on Article 50(1)(d) of the Regulation (EU) 2018/1725, since '*the transfer is necessary for important reasons of public interest;*'<br><br><br>According to the  EC record: DPR-EC-00990.3<br><br>'*Les conditions de transfert de données hors UE sont prévues dans des conventions spécifiques avec les prestataires de service ([...], AMEX Global Business Travel, CIGNA).*' | Transfers |
| 12. | General description of security measures, where possible. | According to the  EC record: DPR-EC-00990.3<br><br>'*Voir "Security Plan" for Information Systems (MiPS)* | |

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| | | *"Tous les traitements sont effectués conformément à la décision (UE, Euratom) 2017/46 de la Commission du 10 janvier 2017 sur la sécurité des systèmes de communication et d'information de la Commission européenne. Afin de protéger vos données à caractère personnel, la Commission a adopté diverses mesures techniques et organisationnelles, notamment les mesures appropriées pour assurer la sécurité en ligne, prévenir les risques de perte de données, de modification de données ou d'accès non autorisé, en tenant compte du risque présenté par le traitement et de la nature des données à caractère personnel traitées.*<br><br>*Les mesures organisationnelles consistent notamment à restreindre l'accès aux données à caractère personnel aux seules personnes autorisées ayant un besoin légitime de savoir aux fins de cette opération de traitement";'* | Security |
| 13. | For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice: | Data protection notice published on the EDPS intranet. | Data Protection Notice |