

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
		Manual contact tracing in the context of COVID-19 pandemic
1.	Last update of this record	10/02/2022
2.	Reference number	53
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: Director's Office 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)	



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6.	Name and contact details of processor (where applicable)	<p>- the EC: By virtue of the EDPS-EC SLA, the EC is a data processor for personal data related to EDPS and EDPB staff.</p> <p>More specifically, the EC services in charge are: DG.HR.D.3, Working Conditions and the Medical Service. HR-MAIL-D3@ec.europa.eu</p> <p>For more information on the processing of personal data by the EC's Medical Service please refer to the data protection notice (https://myintracomm.ec.europa.eu/coronavirus/Documents/covid19-privacynotice.pdf).</p> <p>- the EP: In accordance with the Cooperation agreement signed with European Parliament (EP) providing for services such as cleaning of EDPS building, the EP acts as data processor.</p>
7.	Short description and purpose of the processing	<p>The objective of this processing activity is to protect EDPS staff and, in certain situations, other persons (such as staff of other EU institutions, bodies and agencies (EUIs)) by containing and preventing the spread of the Coronavirus (COVID-19) during the pandemic. In other words, it aims to break the chain of contamination. For this purpose additional information, including health related data, needs to be processed in order to allow for identification of infected individuals, persons suspected to be contaminated and persons at risk.</p> <p>Health related data is primarily collected and processed by the EC's Medical Service. This procedure is not applicable to staff members who will not generate a chain of contamination at the office (e.g. staff members who are exclusively teleworking and have not been present in the office at all in the period during which they were contagious, namely within the last 48 hours before the first appearance of symptoms or being confirmed positive).</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><u>Categories of persons whose personal data are processed:</u></p> <p>Data subjects concerned are (depending on a case by case basis):</p> <ul style="list-style-type: none"> - EDPS and EDPB staff members - Staff members of other EUIs, in case they have been in contact with a COVID-19 infected or COVID-19 suspected EDPS staff member



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		<p>- EDPB board members</p> <p>- Visitors</p> <p>- members of the household of COVID-19 infected or COVID-19 suspected EDPS staff member</p> <p><u>Categories of personal data:</u></p> <p>In order to carry out this processing operation, the Medical Service collects the following categories of personal data:</p> <ul style="list-style-type: none"> • identification data (first and last name, service, place of employment) • health-related data in relation to COVID-19: <ul style="list-style-type: none"> ○ medical status (positive COVID-19 confirmed; COVID-19 symptoms; info on positive COVID-19 confirmed case(s) in staff member’s household, symptoms of household members – no names in the latter case) ○ result of the test (when the need for testing has been confirmed) ○ time of onset of COVID-19 symptoms, if appropriate ○ list of close contacts with the staff member who tested positive or is suspected of being infected over the last 48 hours before the first appearance of symptoms ○ number of the office of the staff member who tested positive or is suspected of being infected ○ time of recovery necessary for resuming work of the staff member who tested positive or is suspected of being infected ○ vaccination status ○ previous COVID-19 infection <p>Alternatively, the above list of information can be provided by the staff member to Belgian health authorities via the staff member’s general practitioner (GP) or via the Belgian contact tracing procedure.</p>



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9.	Time limit for keeping the data	<p>Personal data, processed for the above-mentioned purposes, will only be processed and stored for the duration necessary to fulfil the objectives of the processing. Anonymised data might be kept longer for statistical purposes.</p> <p>The EC Medical Service, in accordance with its data protection notice, applies the following retention period:</p> <ul style="list-style-type: none"> • <i>‘All data related to the follow up and tracing except for the note that staff member was infected with Covid-19 and when, will be deleted 14 days following the complete follow up and tracing. Automated timeframe for a complete follow up and tracing will be set for 2 months i.e. data will be deleted 14 days following 2-month period starting from the notification to the Medical Service. Under specific circumstances justified by medical situation, such as Covid-19 complications or hospitalization, a longer retention period will be applied but in any case, 14 days after the end of complete follow up/tracing data will be deleted.’</i> <p>Data related to office locations in relation to confirmed or suspected COVID-19 cases are kept in an identifiable format for a maximum of one week from the time it was reported in order to organise disinfection or sealing of an office or other necessary premises.</p>
10.	Recipients of the data	<p>Access to personal data in accordance with a strict need to know principle will be provided to:</p> <ul style="list-style-type: none"> • The EC’s Medical Service in Brussels (medical officer or other medical professionals who are bound by medical confidentiality) - full access to the above-mentioned categories of personal data. Access to medical data may also be granted to administrative staff, who are assisting medical professionals with administrative follow up and who are bound by confidentiality obligations under the Staff Regulations of Officials and the Conditions of Employment of Other Servants. • EDPS Director and the line manager of the staff member who tested positive or is suspected of being infected: access to identification data (first and last name, service) • HR correspondent: access only to anonymous information related to the fact that there is a staff member who tested positive or is suspected of being infected. This anonymous



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		<p>information is necessary to be conveyed during inter-institutional meetings discussing common EUIs strategy against COVID-19. In certain situations (i.e. the COVID-19 infected or COVID-19 suspected staff member is not capable of contacting the MS), the line manager, or a person he/she delegates in this sense, could contact the MS to inform about the situation and obtain information on the actions to be taken.</p> <ul style="list-style-type: none"> • Person in charge of contacting the EP in order to organise disinfection of the office (office number) • EP DG INLO, in charge of organising disinfection (office number) • Person (contractual) in charge of disinfection the office (office number) <p>Communication of data to other EUIs</p> <p>In case a COVID-19 infected or COVID-19 suspected staff member was in contact with staff of other EUIs, the EDPS needs to transmit personal data to the other EUI whose staff was in contact with the above-mentioned EDPS staff member. Should such a case arise, the EDPS will verify that the transfer of personal data complies with the provisions of Recital 21 of the Regulation (EU) 2018/1725 ('the Regulation') and more specifically that the data are required for the legitimate performance of tasks within the competence of the recipient.</p> <p>Communication of data to local health authorities</p> <p>Should local health authorities request information from the EDPS on COVID-19 infected or COVID-19 suspected staff, the EDPS could transfer such data only if it complies with the provisions of Article 9 of the Regulation (provided that the local health authority establishes that the request for transmission of personal data falls within its legal duties to implement a contact tracing operation). Only limited and necessary personal data will be transmitted to the local health authority.</p> <p>The line manager acts as longa manus of the Director/employer and is also responsible for guaranteeing the health and safety of staff according to Article 1(2)(e) of the Staff Regulations.</p>



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		The line manager should be informed only if the infected staff member has been in the office in the three days before the appearance of symptoms or being confirmed as positive.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No transfers envisaged
12.	General description of security measures, where possible.	<p>Strict need to know principle to be applied.</p> <p>Data are kept in secure electronic folders and/or cupboards in locked offices.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p>Data protection notice is available internally:</p> <ul style="list-style-type: none"> - COVID 19 Manual Contact tracing: data protection notice - 53 - EDPS data protection notice COVID19 Manual Contact Tracing <p>The DPN will be provided to others persons concerned (i.e. staff of other EUIs concerned or non-EDPS staff concerned) during the covid tracing procedure.</p>

