

## 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>IT accounts and infrastructure</b>
1.	Last update of this record	<b>30-11-2018</b>
2.	Reference number	<b>24</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, <a href="mailto:edps-it@edps.europa.eu">edps-it@edps.europa.eu</a>  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)	European Parliament (EP) - DG ITEC. Bruxelles - Brussels Rue Wiertz, Wiertzstraat



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		<p>B-1047 Bruxelles</p> <p>Central Switchboard</p> <p>+32 / (0) 2 28 4 21 11</p> <p>Contact for enquiries: EP DPO - <a href="http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection">http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection</a></p> <p>European Commission - DG DIGIT</p> <p>Contact for enquiries: EC DPO - <a href="https://ec.europa.eu/info/departments/data-protection-officer_en#contact">https://ec.europa.eu/info/departments/data-protection-officer_en#contact</a></p>
6.	Name and contact details of processor (where applicable)	
7.	Very short description and purpose of the processing	<p>The purpose of the processing operation is to provide the IT accounts to all staff of the EDPS related to the administrative IT network, the main tools and applications. There are tools and applications used by all staff, whilst for particular applications the use is restricted only to people having the need to know.</p> <p>All staff members have their own administrative network account provided by the EP. They are also provided with an ECAS account, which enables them to access several applications provided by the European Commission ( Sysper II, MIPS, EULearn, etc). For RCAM the category of Seconded National Experts is excluded from its use.</p> <p>For other applications such Webdor, AGM, ABAC, Poetry, Presto, CDT, E-Pass, VISTA, only authorised and specialised staff is allowed to get access.</p> <p>In order to be able to use EC's application, staff personal data are inserted in an application called CODICT where the AD (Commission active directory) picks up the data.</p>



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		<p>Once the info is synchronised, the ECAS account is activated and starts to work normally. All the other systems are linked, as mentioned, to the ECAS account. As soon as ECAS is activated everything else follows.</p> <p>All staff's personal working contact details also feed the EP directory and another similar processing activity is carried out in order to allow this.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>All staff of the EDPS are obliged to provide the following data</p> <p>For the ECAS and EP administrative IT account:</p> <ul style="list-style-type: none"> <li>-Name</li> <li>- Office number</li> <li>- nationality</li> <li>- starting and ending date of the contract</li> <li>- type of contract that they have with the EDPS (official, CA, trainee, etc)</li> </ul> <p>To be included in the EP Directory:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- office number</li> <li>- work telephone</li> <li>- work email</li> </ul>
9.	Time limit for keeping the data	Personal data will be kept as long as the staff member works for the institution. As soon as a staff member leaves the EDPS, all his/her personal data will be removed without delay.
10.	Recipients of the data	The recipients of the data are:



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		<ul style="list-style-type: none"> <li>- the European Commission services for ECAS and all applications related</li> <li>- the European Parliament Services for the administrative IT account</li> </ul>
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.	<p>- The security measures are those put in place for the management of the ECAS account by the European Commission and those used by DG ITEC to protect the EP IT services. Please refer to <a href="https://webgate.ec.europa.eu/cas/about.html">https://webgate.ec.europa.eu/cas/about.html</a></p> <p><a href="http://www.europarl.europa.eu/tenders/2017/erms/236118/VII_annex_III.1_PE_IT_Environment.pdf">http://www.europarl.europa.eu/tenders/2017/erms/236118/VII_annex_III.1_PE_IT_Environment.pdf</a></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:	DPN published on the EDPS intranet.

