



EDPS Record of Processing Activity

Nr.	Item	Description
<i>Staff Committee</i>		
1.	Last update of this record	16.02.2024
2.	Reference number	43
Part 1 - Article 31 Record (specific legal obligation to publish – see Article 31(5))		
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: EDPS Staff committee - EDPS-Staff-Committee@edps.europa.eu
4.	Name and contact details of DPO	dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	For communication via EDPS intranet: The European Parliament (EP)

Document info

Roles & Contact Details

		<p>Contact for enquiries: EP DPO - http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection</p> <p>For elections: In case EUSurvey is used for elections, the European Commission (DG DIGIT) is processor for the:</p> <ul style="list-style-type: none"> - web-based interface for the survey owner and the contributors - hosting of the survey data and any submitted responses <p>For more information on the EDPS organisation of surveys, please see the applicable record.</p>
7.	Short description and purpose of the processing	<p>a) Conduct activities for understanding, acknowledging and ultimately for the representation, promotion and defence of the interests of the staff <i>vis-à-vis</i> the EDPS as EDPS Staff Committee, established under Article 9(1) and Annex II of the Staff Regulations applicable to EU institutions and bodies, in accordance with the EDPS decision of 8/2/2006 regarding the establishment of a Staff Committee.</p> <p>In carrying out its function, the Staff Committee receives and processes personal information concerning members of the staff directly from the data subject or by other staff members. On the basis of this information, the Staff Committee decides on issues to be flagged to the EDPS and prepares the draft agenda for the meeting with the Secretary-General. This meeting is reported in the minutes.</p> <p>b) Participation, also in the light of the tasks and duties described under letter a) above, of Staff Committee members in Joint Advisory Committee’s operations, based on EDPS Decision of 27 April 2022 adopting implementing provisions concerning promotion (“EDPS Promotion Decision”).</p> <p>An official who wishes to contest the decision concerning the list of officials eligible for promotion, or the decision to promote, may submit a ‘referral’ to the Joint Advisory Committee. In his/her referral, the concerned EDPS staff member may</p>

Roles & Contact
Details

Description of processing

		<p>indicate that he/she intends to refer the matter to the Joint Committee. The Joint Committee shall consist of two members, one appointed by the Management Board and the other from amongst the members of the Staff Committee. The Joint Committee shall deliver a reasoned opinion within 10 working days of receipt of the request. It may consult whoever it wishes and request any document or written information which it considers relevant.</p> <p>In carrying out this function, the Staff Committee member involved and the Staff Committee itself may receive and process personal information concerning the evaluation of the member of the staff involved or other staff members referred to in the complaint.</p> <p>c) Participating in interinstitutional committees as EDPS Staff representative (Committee of SC), CGAM committee. For these activities the Staff committee receives and processes personal data (name and e-mail) of the other members of the respective committees.</p> <p>d) Participating in selection procedures organised by HRBA for which the member of the Staff Committee, or a EDPS Staff member acting as substitute for the Staff Committee, is receiving personal data of applicants to vacancies. For more information please refer to the specific data protection record: Selection of staff for the EDPS Secretariat and the EDPB Secretariat.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>The categories of persons whose data are processed are the following:</p> <ul style="list-style-type: none"> • staff members of the EDPS • applicants for EDPS/EDPB vacancies • members of interinstitutional committees including or composed of staff representatives

Description of processing

		<p>The list of data categories is the following:</p> <ul style="list-style-type: none"> - Name, function, contact details; - E-mails sent to or from the Staff Committee or between Staff Committee Members may contain personal data of the staff concerned, such as for example the views of the staff members on particular issues or the difficulties he or she is experiencing; - Internal reports or documents may contain in some cases the above data as well; - In case of complaints under the EDPS Promotion Decision, information concerning the professional activities of the staff members, directly or indirectly concerned (e.g., tasks performed, evaluation by hierarchy, comparative assessment, etc.); - It cannot be excluded that special categories of personal data may be collected and processed in exceptional circumstances, for example where a staff member reports on particular issues or the difficulties he or she is experiencing. 	Description of processing
9.	Time limit for keeping the data	<p>If transmitted by e-mail, the personal information is stored in the functional mailbox of the Staff Committee, the e-file and/or the paper file is accessible for 3 months directly, after 3 months it will be moved to the mailbox archive. The maximum period of storage is for the duration of the appointed Staff Committee plus one year.</p> <p>For elections, in case EUSurvey is used:</p> <p>The voting results (including candidates' personal data) will be stored in EUSurvey until the end of the response period. After the end of the response period, the results (containing candidates' personal data) will be shared with all EDPS Staff and deleted from EUSurvey. Data will be stored for 10 years after closure of the relevant case. Thereafter, data will be transmitted to the EDPS archives and undergo second review to assess the need for continued storage.</p>	Retention

		The IP address of every connection is saved for security reasons for every server request. For more information on EC's retention period, please refer to the EC's record and data protection notice of EUSurvey. The session identifier cookie disappears once the session has been terminated.
10.	Recipients of the data	Only in case of complaints procedures under the EDPS Promotion Decision, data can be accessed by a person other than Staff Committee members. In this case, data can be accessed only by Members of the Joint Advisory Committee including the member appointed by the Management Board.
11.	Are there any transfers of personal data to third countries or to international organisations? If so, to which ones and with which safeguards?	No. There are no transfers of personal data to third countries or international organisations.
12.	General description of security measures, where possible.	<p>The applicable security measures concern the written records of the Staff Committee activities.</p> <p>A functional mailbox EDPS Staff Committee has been created, which can be accessed only by (all) active members of the Staff Committee and alternates. A request to add or delete access rights shall come from a current member and be made to EP ITEC services through the EDPS Staff Committee functional mailbox. As it is the rule for most or all IT services at the EDPS, the functional mailbox is administered by the EP IT services on the basis of a SLA with the EP. Neither the EDPS not the Staff Committee have therefore direct control over access rights and other system administration issues. The rules and functioning of this functional mailbox are the same as those of other functional mailboxes operated by the EP IT services.</p>

Recipients

Transfers

Security

		<p>The Staff Committee has access to a dedicated shared folder to which only participants of the SC have access.</p> <p>E-mails and documents are printed out and archived in such e-files and/or the paper files only when necessary. Recollection of such correspondence is not needed in all cases. Therefore, as a rule personal communications are not saved or archived in the case file, unless a specific need exists.</p> <p>The Staff Committee is bound to ensure the confidentiality of the communications received from the staff (as well as from its own members) in the context in particular of preparatory meetings and internal deliberations on positions to be expressed to the EDPS management). In particular, the views of the staff are conveyed to the management <i>only with the consent of the data subject and anonymously</i>, so as to exclude the identification of the persons concerned.</p> <p>Finally, all Staff Committee members (and substitutes) are EDPS staff and therefore the relevant EDPS Security policies apply to them.</p>
13.	<p>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</p>	<p>Specific data protection notices (DPNs) are published on the EDPS intranet site .</p> <p>Staff members and members of the Staff Committee can exercise their data subjects' rights by contacting the Staff Committee at: EDPS-Staff-Committee@edps.europa.eu</p> <p>In some cases restrictions under Article 25 of the Regulation (EU) 2018/1725 may apply. Staff members and members of the Staff Committee have the right to refer to the DPO at any time (DPO@edps.europa.eu).</p>

Security

Data Protection Notice