

## 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
		<i>Leaves and special leaves</i>
1.	Last update of this record	<b>22/10/2018</b>
2.	Reference number	<b>17</b>
3.	Name and contact details of controller	<p><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></p> <p>Responsible department or role:            HRBA Unit            EDPS GECO <a href="mailto:edpsgeco@edps.europa.eu">edpsgeco@edps.europa.eu</a></p> <p>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></p>
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)	<p><u>European Commission</u></p> <ul style="list-style-type: none"> <li>• PMO 01.002</li> </ul> <p><a href="mailto:PMO-01-SALARIES@ec.europa.eu">PMO-01-SALARIES@ec.europa.eu</a></p>



Nr.	Item	Description
		<p>The PMO will adjust the salaries when applicable (for example if a staff member requests a credit of extra leave that will be deducted from the salary of the staff member).</p> <ul style="list-style-type: none"> <li>• DG HR</li> </ul> <p>DG HR establishes and implements the EC human resources policy, which is supported by the Sysper IT tool used by the EDPS staff to enter leaves requests</p> <ul style="list-style-type: none"> <li>• DG DIGIT (<a href="mailto:DIGIT-SYSPER2@ec.europa.eu">DIGIT-SYSPER2@ec.europa.eu</a>) manages the Sysper IT tool.</li> </ul> <p>For enquiries, European Commission 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> <p>Please consult relevant data protection records.</p>
6.	Name and contact details of processor (where applicable)	n/a
7.	Short description and purpose of the processing	<p>The purpose is the management of annual leave and special leave entitlements.</p> <p>The purpose is management of annual leave and special leave entitlements. The special leaves include:</p> <ol style="list-style-type: none"> <li>1- Marriage of an official, contract agent or SNE</li> <li>2- Marriage of a child of an official / agent.</li> <li>3- Birth of a child of an official / servant / SNE.</li> <li>4- Serious illness of the spouse</li> <li>5- Very serious illness of a child</li> <li>6- Serious illness of a child</li> <li>7- Serious illness of an ascendant</li> </ol>



Nr.	Item	Description
		<p>8- Death of the spouse</p> <p>9- Death of wife during maternity leave</p> <p>10- death of a child</p> <p>11- Dead of an ascendant</p> <p>12- Dead of a brother or sister</p> <p>13- Adoption</p> <p>14- Maternity</p> <p>15- Exercise of an unremunerated external activity</p> <p>16- Convocation to the court / judiciary.</p> <p>17- Cure</p> <p>18- Move</p> <p>19- Election outside the duty station</p> <p>20- Participation in an examination / competition / selection organized by EPSO, by a Community Institution or Agency</p> <p>21- Training</p> <p>22- Exercise of an elective public office.</p> <p>23- Looking for a job at the end of the contract.</p> <p>24- Travel time "special leave".</p> <p>25- Part-time work</p> <p>26- Family leave</p> <p>27- Termination of functions.</p>



Nr.	Item	Description
		28- Cancellation of an annual or special leave at the request of the person concerned. 29- Postponement of annual leave 30- Flexitime 31- Permanence of end of year
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<u>Categories of persons:</u> EDPS Staff Members  <u>Categories of data:</u> Annual leave: names, first names, staff number, date of birth, rank, place of origin or center of interest, date of entry into service in the institutions and working form (full-time, part-time).  Special leave: names, first names, staff number, date of birth, rank, place of origin or center of interest, date of entry into service in the institutions and working form (full-time, part-time). ), plus supporting documents.  In case of (very) serious illness of a partner/child/ascendant, if the needed supporting documentation reveals sensitive data is possible to send the same info to the Medical Service of the European Commission
9.	Time limit for keeping the data	The maximum retention period for paper records is:  - In general N + 3 for leaves and special leave (for the holidays mentioned above under point 7). - For the leave referred to in point 7 under headings 1 to 14 and 25 to 26 above: retention until the end of the activity within the institution in order to establish a pecuniary entitlement for the pension.
10.	Recipients of the data	- EDPS GECO <a href="mailto:edpsgeco@edps.europa.eu">edpsgeco@edps.europa.eu</a>



Nr.	Item	Description
		<ul style="list-style-type: none"> <li>- EDPS Salaries <a href="mailto:edps-salaries@edps.europa.eu">edps-salaries@edps.europa.eu</a></li> <li>- European Commission: PMO 01.002 <a href="mailto:PMO-01-SALARIES@ec.europa.eu">PMO-01-SALARIES@ec.europa.eu</a></li> <li>- European Commission: DG HR/DG DIGIT via SYSPER2</li> <li>- The Supervisor and the Assistant Supervisor</li> <li>- Heads of departments (only the ones who will have to validate a SYSPER request)</li> </ul> <p>In addition, the data is registered in SYSPER2, as it is the tool used by the EDPS for the time management of its staff members.</p>
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>Only the staff member, the GECO and the line manager have access to the requests encoded in SYSPER2</p> <p>Special leave requests are kept in a paper filing cabinet.</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

