

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
Management of the training (Learning and Development actions) of the EDPS staff		
1.	Last update of this record	29/11/2020
2.	Reference number	26
3.	Name and contact details of controller	<p>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</p> <p>Responsible department or role: HRBA Unit, L&D Coordinator EDPS-training@edps.europa.eu</p> <p>Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759</p>
4.	Name and contact details of DPO	DPO@edps.europa.eu
5.	Name and contact details of joint	European Commission



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	controller (where applicable)	<p>The EDPS uses the EU Commission learning management system (LMS) EULearn. The System owner of this database is the European Commission 's Learning and Development unit, HR.B.3. The responsible staff is the Head of the Learning and Development unit of the European Commission, HR.B.3 (HR-EU-LEARN@ec.europa.eu)</p> <p>DG DIGIT (DIGIT-SYSPER2@ec.europa.eu) manages the EULearn tool.</p> <p>For enquiries, European Commission DPO: https://ec.europa.eu/info/departments/data-protection-officer_en#contact</p>
6.	Name and contact details of processor (where applicable)	Possible external providers to which EDPS staff member enrol for a training
7.	Very short description and purpose of the processing	<p>We process the data in order to plan and organize training activities, to monitor the training budget and the number of training days per staff member, and to keep a training history of the EDPS Staff.</p> <p><u>Establishment of a personal L&D Plan</u> Creation of the personal Learning and Development plan (annual exercise) – validation by the line manager and transfer to the L&D Coordinator (COFO) – filling in of an Excel table, stored on the SDrive, “Formations” folder, accessible to the COFO, the Head of HRBA unit, the member of the Finance Team.</p> <p><i>- For the general, IT, languages trainings and trainings organised by the European School of Administration (EUSA), included in the EULearn catalogue:</i> Enrolment via the LMS EU Learn – validation by the COFO via EU Learn – invitation to the course – attending the course – evaluation sheet of the course to be filled in in EULearn.</p> <p><i>- For the trainings organised by an external provider:</i> Specific request done by the EDPS staff member as well as the line manager’s approval (except if the training was included in the L&D plan), budget check, financial procedure (budget request, commitment, purchase order), enrolment of the EDPS staff member.</p>



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		The legal basis of the procedure is the Staff Regulations (and particularly Article 24a) and the Conditions of Employment of Other Servants of the EU (Article 11 and Article 81) and the Decision of the EDPS of 14 July 2015 on Learning and Development.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>All the EDPS staff (except trainees and interim workers, who are not EDPS staff).</p> <p>Data identifying the EDPS staff member (name, surname).</p> <p>The COFO has access via EU Learn to some data regarding the learner, such as name of the course, attendance or absence to a course, results of exams (for language courses).</p>
9.	Time limit for keeping the data	The retention period of the data is 5 years.
10.	Recipients of the data	<ul style="list-style-type: none"> - The EDPS COFO, the Finance team and the HoU of the HRBA unit, the line managers of the staff member - the EC's HRB3 unit - The services de European School of Administration (EUSA) - The external providers to which EDPS staff member enrol for a training.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with	<p>Transfers of personal data to third countries take place as a result of using audio-video conference tools employed by the EC and its external trainers (Microsoft Teams, Skype for business, WebEx and Zoom) and as a result of enrolling and participating in e-learning (provided by external companies - Skillsoft (US) and Rosetta Stone (US)).</p> <p>In accordance with information received from DG BUDG, these transfers are done based on standard contractual clauses (Art. 48(2)(b)).</p>



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	which safeguards?	
12.	General description of security measures, where possible.	<p>The data in the « Personal L&D plan » are stored in the functional mailbox « EDPS-Training » and in the S: file system drive, with limited access.</p> <p>The paper files are kept in a locked office, with limited access.</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:	The Data protection notice is available on EDPS intranet.

