

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
		Handover templates for staff/Manager
1.	Last update of this record	27/01/2023
2.	Reference number	65
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: <i>Governance and Internal Control Sector</i> edps-knowledge-mgmt@edps.europa.eu 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)	Not Applicable



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6.	Name and contact details of processor (where applicable)	Not Applicable
7.	Short description and purpose of the processing	The purpose of the processing is to establish consistently structured handover notes. Handover notes contribute to business continuity by ensuring transfer and retention of important knowledge and relevant operational information within services, ensuring that the replacement/successor will be operational as soon as possible.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>For all staff: Identification data of the staff member changing post or leaving the EDPS, including his/her full name, function.</p> <p>For staff members: Information on principal duties, status of files, job tools, recommended training for the future staff member, useful source of information.</p> <p>For managers: Information on mission of service and interaction with other services, status of files, internal control, risk management, human resources, financial resources, job tools.</p> <p>Handover notes shall be compiled by departing staff of the following categories: officials, temporary agents, contract agents and seconded national experts.</p> <p>Interviews will be held for the following types of departures:</p> <ul style="list-style-type: none"> • Mobility within EDPS or to another EU Institution/Agency/Body; • End of contract/end of secondment/resignation; • Temporary departures (i.e. secondments, leave on personal grounds and other • Temporary departures for a period longer than 4 months). • Retirement <p>The staff member / manager provide(s) the following categories of personal data for the purpose of this processing:</p>



Nr.	Item	Description
		- full name, function, dates of start and end of the absence, end of contract, desired end of contract (i.e. in case of resignation), reasons for leaving, main duties.
9.	Time limit for keeping the data	Centrally stored data are kept for 6 months.
10.	Recipients of the data	Line Manager, replacement/successor, other colleagues on a need to know basis, G-IC sector (central storage for 6 months).
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.	Electronic files. The handovers will be stored in a case file with limited access in CMS. The CMS Business Administrator will have access to the case file, and grant access to line managers of staff who prepared a handover if necessary. Documents are eliminated at the expiry of a retention period.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Data protection notice - published on the intranet.

