

EDPS Record of Processing Activity

Nr.	Item	Description	Document info
	EDPB Secondment programme		
1.	Last update of this record	26/04/2024	
2.	Reference number	82	Roles & Contact Details
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 Delegated controller: Human Resources, Budget, Administration (HRBA) Unit (sne@edps.europa.eu) Contact form for enquiries on processing of personal data to be preferably used: https://www.edps.europa.eu/about-edps/contact_en The European Commission (EC) - Informatics (DIGIT.DDG.D.3) is a separate controller for processing of personal data via EU-login. EU-login is the	

		authentication tool used to reply via EU Survey. For more information, please consult the relevant record of the EC, DPR-EC-03187.1 .
4.	Name and contact details of DPO	In accordance with Article 28(1) of Regulation (EU) 2018/1725, the EDPB and the EDPS have determined that the EDPB will be the contact point for data subjects: EDPB Data Protection Officer Edpb-dpo@edpb.europa.eu You can however contact the EDPS DPO at dpo@edps.europa.eu.
5.	Name and contact details of joint controller (where applicable)	European Data Protection Board (EDPB) Edpb@edpb.europa.eu Rue Montoyer, 30, Belgium, Brussels Any processing for Human Resources purposes, i.e. for EDPS and EDPB Secretariat staff members who are accepted at the secondment programme or staff members of SAs who are accepted as secondees at the EDPB Secretariat or the EDPS, is exclusively under the responsibility of the EDPS, who is a separate controller in this respect. The processing of personal data required to access the building of the EDPS-EDPB or of other EU Institutions and bodies for the purposes of the training is not in the scope of the present processing. Further, in case the selection panel meets online, as a rule, WebMeeting is used. For more information on WebMeeting, please consult the relevant EDPS record.
6.	Name and contact details of processor (where applicable)	The EC is processor for the provision of the EU Survey tool. The EU Survey is used to invite the hosting bodies, as well as those interested in applying as secondees, to express their interest. EU Survey may also be used for the

		submission of feedback from the hosting bodies and secondees post completion of the secondment period. With regard to the EU Survey, EC may gather personal data for its own purposes, in which case it is controller for that separate processing. For more information, please consult the relevant record of the EC - DPR-EC-01488.1 and the relevant privacy notice.
7.	Short description and purpose of the processing	The EDPB and the EDPS are joint controllers organising the secondment programme of personnel of the EDPB members and of the EDPB Secretariat. This programme allows for such personnel to work for a limited period of time in a different Supervisory Authority (SA), the EDPS or the EDPB Secretariat. During a period of 14 months, the applicants can propose their desired starting date and duration of secondment which can span from minimum 2 weeks to maximum 6 months. This exercise is repeated every two years, as provided in the Joint Decision of 21 February 2024 signed by both the EDPB and the EDPS. At a first stage, those who are interested in participating in the programme, both as secondees and as hosting bodies, are invited to express their interest. A panel selects the applicants on the basis among others of their profile, the number of expressions of interest and the matching needs of the hosting bodies. This selection panel is made up of the Chair of the EDPB, the Head of the EDPS Unit on Human Resources, Budget and Administration, the Head of the EDPB Secretariat and a SA not participating in the round of the secondment programme. Prior to their secondment, successful applicants are invited to a two-day training in Brussels. At the end of their secondment, secondees and hosting bodies are invited to provide feedback on their experience, which is used by the EDPB and the EDPS to produce

Description of processing

		a report on that round of secondment ("Closing Report"). Only aggregated data are used for the Closing Report. The round of secondment is completed with the presentation of this Closing Report at a Plenary meeting of the EDPB. The processing of personal data is carried out in order to: - identify those bodies among the members of the EDPB and the EDPB Secretariat which volunteer to host secondees; - identify the staff members of the EDPB members and of the EDPB Secretariat who would be interested in participating in the programme as secondees; - determine who of these applicants will be accepted as secondees and in which hosting bodies; - organise the two-day training in Brussels; and - receive the feedback of secondees and hosting bodies post completion of the secondment and use such feedback for the preparation of the Closing Report, which will allow to draw conclusions on how the programme was implemented and how it could further improve for the following secondment round.
8.	Description of categories of persons whose personal data is processed and list of data categories	<u>Categories of persons</u> Data subjects are staff members of the SAs of the 27 EU member states plus of the SAs of Iceland, Lichtenstein and Norway, of the EDPS and of the EDPB Secretariat. Their personal data are processed either because they have applied as secondees, or because they represent their employer as a hosting body.

Description of processing

	<u>Categories of personal data processed</u> <u>Applicants for secondment</u> - their names and surnames; - contact details: their e-mail address and telephone number; - the name of their employer; - their preferred hosting bodies; - their proposed duration of the secondment; - their proposed period for the secondment; - their knowledge in languages; - their fields of expertise; - their preferences / objectives regarding the working areas during the secondment; - their CV; - their motivation; - specific administrative forms (such as a confirmation of approval by the employer). <u>Staff members of potential hosting bodies</u> - their names and surnames; - contact details: your e-mail address; - the name of their employer.	Description of processing
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		<u>Secondees and Staff members of the hosting bodies</u> At the end of the secondment period: - Both hosting bodies and secondees are invited to reply on a voluntary basis to a satisfaction survey where they are asked to provide feedback on their experience. The joint controllers prepare a Closing Report on the basis of the feedback collected from the secondees and the hosting bodies. This report contains only aggregated data. - Secondees will be also encouraged to draft an activity report, validated by the hosting body in order to report to the employer and/or the hosting body.	Description of processing
9.	Time limit for keeping the data	• The personal data of unsuccessful applicants or of those staff members whose employer is not chosen as a hosting body are kept for a period of 2 years following the 1st December of the year when the selection panel made its decision. • The personal data of successful applicants or staff members whose employer is chosen as a hosting body are kept for a period of 2 years following the 1st December of the year when the Closing Report on the relevant round of secondment is presented at the relevant Plenary meeting of the EDPB. If the personal data mentioned above are relevant for the establishment, exercise or defence of legal claims, they will be kept for the period of the dispute, in the event that this is longer than the above-stipulated retention periods. At the end of the above-mentioned retention periods: • The EDPB may need to keep certain information for statistical purposes. In this case, any data permitting the identification of the candidate will be redacted / destroyed according to Article 4(1)(e) of Regulation (EU) 2018/1725.	Retention

		If the personal data are contained in documents with historical or administrative value which are selected for preservation in the EDPB records, the selected personal data will be kept indefinitely and – unless an exemption applies – will be made public in accordance with Regulation (EEC, EURATOM) 354/83 on the opening to the public of historical archives after 30 years. Shortly after the end of the deadline to submit information on EU Survey, we will extract the replies from the tool and request the EC to delete any back-up data that they may hold.	Retention
10.	Recipients of the data	- The European Commission as a processor for providing the EU Survey tool; - The Court of Justice of the European Union, where necessary; - Members of the public in the context of requests for access to documents, in accordance with the provisions of Regulation (EC) 1049/2001 or Council Regulation (EEC, Euratom) 354/83¹.	Recipients
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 personal data are subject to transfers outside of the EU/EEA.	Transfers
12.	General description of security measures, where possible.	<u>IT Measures</u> Any personal data collected by the EDPB and the EDPS is kept in restricted access servers, available only to authorised staff through adequate IT security measures. In	

¹ Council Regulation (EEC, Euratom) No 354/83 of 1 February 1983 concerning the opening to the public of the historical archives of the European Economic Community and the European Atomic Energy Community.

		general, technical measures include appropriate actions to address online security, protect server hardware, software and the network from accidental or malicious manipulations and risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. <u>Organisational measures</u> Physical access to the EDPS-EDPB premises is restricted to authorised staff and EDPB members.	Security
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	https://www.edps.europa.eu/system/files/2024-04/82 - edps data protection notice edpb edps secondment en.pdf	Data Protection Notice