

Established by the European Commission

RECORD OF PERSONAL DATA PROCESSING

Art. 31 of the 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 (henceforth the "Data Protection Regulation")

	Record n	DPO 31/2020
a accordance with Article 31 of the data protection regulation, individuals whose personal data are rocessed by the Executive Agency in any context whatsoever are to be protected with regard to the rocessing of personal data and the Executive Agency has to keep records of their processing perations.		
This record covers two aspects: 1. Mandatory records under Art 31 of the data preader and part 1 publicly available) 2. Compliance check and risk screening (initial)		
The ground for the record is (tick the relevant on	e):	
☐ Regularization of a data processing operation ☐ Record of a new data processing operation ☐ Change of a data processing operation. ☐ Migration from polification to record		

Publication of ERCEA staff data in the EU Whoiswho directory		
1	Last update of this record if applicable	Publication in the EU Who is Who (external): Ares(2016)6741918 - 01/12/2016.
2	Short description of the processing	The EU Whoiswho is the official directory of the European Union. It is a directory of staff members at all EU institutions, bodies and agencies, where the professional details of ERCEA's statutory staff (Temporary and Contract Agents as well as SNEs) are published.
		The data of ERCEA statutory staff are transmitted on a weekly basis to the Publications Office database via an automatic extraction from ComRef.
		The EU Whoiswho also provides a complete directory



		version in PDF annually, which is archived for historical purposes, and bi-monthly extracts per institution (only management), which is not archived.	
	Part 1 - Article 31 Record		
3	Function and contact details of the controller	Head of the Human Resources Unit (ERCEA.D.2) ERC-RECRUITMENT@ec.europa.eu ERC-SYSPER2@ec.europa.eu	
4	Contact details of the Data Protection Officer (DPO)	ERC-DATA-PROTECTION@ec.europa.eu	
5	Name and contact details of joint controller (where applicable)	N/A	
6	Name and contact details of processor (where applicable)	Publication Office of the European Union (OPOCE) info@publications.europa.eu Directorate-General for Informatics (DG DIGIT) DIGIT-SYSPER2-INTERNAL-SUPPORT@ec.europa.eu	
7	Purpose of the processing	The purpose of this processing operation is to promote transparency and to enable European citizens and persons or organisations to find the right contact persons.	
8	Description of the categories of data subjects	Whose personal data are being processed? In case data categories differ between different categories of persons, please explain as well (e.g. suspects vs. witnesses in administrative inquiries) EA staff: Contract Agents, Temporary Agents. Visitors to the EA Contractors providing goods or services Applicants Relatives of the data subject Complainants, correspondents and enquirers Witnesses Beneficiaries External experts: Seconded National Experts. Other, please specify	

9	Description of personal data categories	tegories Categories of personal data:	
	Indicate all the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):	in the form of personal identification numbers	
		 concerning the physical characteristics of persons as well as the image, voice or fingerprints 	
		concerning the data subject's private sphere	
		concerning pay, allowances and bank accounts	
		⊠ concerning recruitment and contracts	
		[Generic job title and organisation (Department, Unit, Sector)].	
		☐ concerning the data subject's family	
		concerning the data subject's career	
		concerning leave and absences	
		☐ concerning missions and journeys	
		concerning social security and pensions	
		concerning expenses and medical benefits	
		⊠ concerning telephone numbers and communications	
		[Professional telephone number]	
		□ concerning names and addresses (including email addresses)	
		[Surname and first name (initials of the first name for non-management staff) and professional address].	
		Other :please specify :	
		Categories of personal data processing likely to present specific risks:	
		data relating to suspected offences, offences, criminal convictions or security measures	
		data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)	
		Categories of personal data whose processing is prohibited, with exceptions (art. 10 new Regulation):	
		revealing racial or ethnic origin	
		revealing political opinions	
		revealing religious or philosophical beliefs	
		revealing trade-union membership	
		☐ concerning health	
		genetic data, biometric data for the purpose of	

		uniquely identifying a natural person
		concerning sex life or sexual orientation
		Specify any additional data or explanatory information on the data being processed, if any:
10	Retention time (time limit for keeping the personal data)	Personal data appear on the EU Whoiswho as long as the data subject is an active staff member of the ERCEA.
		The annual complete directory version kept in the Archive section of the site is retained there for historical purposes.
		Bi-monthly extracts per EU institution are updated regularly, each new version overwrites the previous one (which is not archived).
		The retention period for the data backup is maximum 5 years.
		Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged?
		⊠ yes □ no
11	Recipients of the data	General public: the data is publicly visible on https://op.europa.eu/en/web/who-is-who .
		Authorised staff of the Publications Office of the EU.
12	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A No transfer to third countries or international organisations is envisaged. However, the Who is Who is publicly available online and it can be accessed from also third countries and/or international organisation.
13	General description of the technical and organisational security measures	The internal processing is only carried out on the servers of the Publications Office of the EU. The IT systems of the Publications Office are managed by DG DIGIT.

14	Information to data	subjects/Specific	A Data Protection Notice is available on the intranet page
• •	Privacy Statement (SPS)	oubjects/openine	of the Agency:
	, ,		
			http://intranet.ercea.cec.eu.int/services/human-
			resources/priv/Pages/default.aspx
			The Record and Data Protection Notice of the EC EU
			Whoiswho – Official Directory of the European Union can
			be found at: https://ec.europa.eu/dpo-register/detail/DPR-
			EC-00447