


**Record of processing activity  
Part 1**

Name of the data processing:	Request for parental leaving
Created on	03/03/2020
Last update	11/11/2020
Reference number	062
Year	2020
1. Controller:	European Economic and Social Committee
2.a) Service responsible	E3 STA
2b) contact details	Unit STA E.3, "Working conditions, rights and obligations, pensions" (STA), Directorate for Human Resources and Finance – Time Management Team – <a href="mailto:conges-leave-eesc@eesc.europa.eu">conges-leave-eesc@eesc.europa.eu</a>
3. Joint controller	
4. DPO: contact details	<a href="mailto:data.protection@eesc.europa.eu">data.protection@eesc.europa.eu</a>
5. Processor(s) (where applicable)	
6. Purpose(s) of the data processing	Assessment of requests for parental leave and, where appropriate, authorisation by the Appointing Authority of parental leave if the conditions for granting it are met.
7. Description of the categories of persons whose data are processed	EESC staff applying for parental leave.

8. Description of data categories processed	<p><b>Data</b></p> <ul style="list-style-type: none"> <li>• data subject,</li> <li>• time period concerned,</li> <li>• age of the child,</li> <li>• available parental leave balance for each child.</li> </ul>
9. Time limit for retaining the data	<p>The data is stored throughout the official/staff member's career, in digital form in their Sysper file. Supporting documents relating to single-parent status are kept for five years in the offices of the STA unit's TIM team.</p>
10. Recipients of the data	<p>For data relating to the Sysper request for authorisation to be placed on parental leave:</p> <ul style="list-style-type: none"> <li>• the head of unit for a reasoned opinion on the starting date of the leave and the formula chosen;</li> <li>• the TIM team for verifying the compliance of the request with the rules in force;</li> <li>• the head of the STA unit for validating the request as Appointing Authority.</li> </ul> <p>For data relating to the request for recognition of single-parent status:</p> <ul style="list-style-type: none"> <li>• the TIM team for verifying the compliance of the request with the rules in force;</li> <li>• The Salary sector for payment of the corresponding allowance.</li> </ul> <p>If the decision is contested, the Legal Service and the Court of Justice of the European Union may also obtain a copy of the decision and any other supporting documents.</p>
11. Transfers of personal data to a third country or an international organisation	<p><b>No</b></p>
12. General description of security measures, where possible	<p>General measures specific to all data in SYSPER. Access restricted to the data subject, their superiors and HR staff.</p>
13. Privacy statement	<p> No hyperlink inserted</p>
<p><b>Part 2</b> <b>Compliance check and risk screening</b></p>	
1.a) Legal basis and reason for processing	<p><input type="checkbox"/> necessary for the performance of a task carried out in the public interest</p> <p><input type="checkbox"/> (a) or in the exercise of official authority vested in the Union institution or body</p>

- (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)
  - processing is necessary for the performance of a contract to which the
- (c) data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- (e) necessary in order to protect the vital interests of the data subject or of another natural person

[Tick (at least) one of the boxes]

1b) Legal basis	Article 42a of the Staff Regulations and Articles 16 and 91 of the CEOS EESC Decision No 238-17 A on parental leave.
2. Are the purposes specified, explicit and legitimate?	Yes
3. Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?	No
4. Do you really need all the data items you plan to collect?	Yes
5. How do you ensure that the information you process is accurate?	Annual requirement for a family composition and a declaration on honour certifying single-parent status.
6. How do you rectify inaccurate information?	If data subjects wish to check, amend, correct or delete their personal data, they may contact the department responsible for processing it (conges-leave-eesc@eesc.europa.eu).
7. Are they limited according to the maxim "as long as necessary, as short as possible"?	Yes
8. If you need to store certain information for longer, can you split the storage periods?	No
9 How do you inform data subjects?	Via a privacy statement displayed each time the Sysper system is opened.
10. Access and other rights of persons whose data are processed	

Data subjects are entitled to request access to their data, including personal data. They also have the right to request that the data be modified or deleted and the right to express their position, to raise objections or to make complaints.

Staff members wishing to request access, correction or deletion or to raise an objection may contact the data controller (conges-leave-eesc@eesc.europa.eu).

11. Does this process involve any of the following?

- (a) data relating to health, (suspected) criminal offences or other special categories of personal data
- (b) evaluation, automated decision-making or profiling
- (c) monitoring data subjects
- (d) new technologies that may be considered intrusive

### Part 3 Linked documentation

1. Links to threshold assessment and DPIA (where applicable)



No hyperlink inserted

2. Where are your information security measures documented?



No hyperlink inserted

3. Links to other documentation



No hyperlink inserted

4. Other relevant documents