

**Record of processing activity
Part 1**

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| Name of the data processing: | Request to work part-time |
| Created on | 03/03/2020 |
| Last update | 28/09/2020 |
| Reference number | 063 |
| Year | 2020 |
| 1. Controller: | European Economic and Social Committee |
| 2.a) Service responsible | E3 STA |
| 2b) contact details | Unit E3 STA – Working conditions, rights and obligations, pensions Directorate for Human Resources and Finance Rue Belliard/Belliardstraat 99, 1040 Bruxelles/Brussel |
| 3. Joint controller | |
| 4. DPO: contact details | data.protection@eesc.europa.eu |
| 5. Processor(s) (where applicable) | |
| 6. Purpose(s) of the data processing | <p>Examining requests from officials and other staff to work part time, ensuring that their statutory rights and obligations, as well as the interests of the service, are respected.</p> <p>No later than two months before the date envisaged for starting the part time, the request for authorisation has to be submitted in Sysper. Where the reason for requesting part time is of a medical nature, supporting documents have to be sent directly by the person concerned to the Medical Service. Only the Medical Service has access to these documents.</p> |

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| 7. Description of the categories of persons whose data are processed | Officials, temporary staff, contract staff |
| 8. Description of data categories processed | The categories of personal data processed are as follows: surname, first name, personnel number, category/grade, directorate/division/department of assignment, status under the Staff Regulations, expiry date of contract (for staff members), percentage of part-time work requested, part-time formula chosen, reason for the request, choice of percentage of pension contribution (100% or pro rata). |
| 9. Time limit for retaining the data | The data is stored in Sysper throughout the official's career. |
| 10. Recipients of the data | <ul style="list-style-type: none"> • Direct superiors, for signature • Administrators and managers in the Working Conditions service responsible for processing the request; • The medical service when part-time work is motivated for medical reasons; • Managers and persons responsible for the pension service, in cases where the basic salary of an official/other staff member over the age of 58 who is authorised to work part-time must be calculated; • The Appointing Authority, who is the signatory of the decision to grant or extend part-time work; • The Payroll service, so that it can make a pro rata adjustment to the salary of a person authorised to work part-time; • If the decision is contested, the Legal Service. |
| 11. Transfers of personal data to a third country or an international organisation | No |
| 12. General description of security measures, where possible | |
| 13. Privacy statement |  No hyperlink inserted |
| Part 2 Compliance check and risk screening | |
| 1.a) Legal basis and reason for processing | <input type="checkbox"/> necessary for the performance of a task carried out in the public interest <input type="checkbox"/> (a) or in the exercise of official authority vested in the Union institution or body |

- (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)
- (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]

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| 1b) Legal basis | Articles 57 and 58 of and Annex V to the Staff Regulations Articles 16 and 91 of the Conditions of Employment of Other Servants of the European Communities EESC Decision 035/14A |
| 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)? | Yes |
| 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? | Verification of medical reasons, where applicable, by the Medical Service, verification by the pension sector in the case of pre-retirement part time. |
| 6. How do you rectify inaccurate information? | If errors are found, the persons concerned are contacted immediately. The latter may ask at any time for inaccurate data to be corrected. |
| 7. Are they limited according to the maxim "as long as necessary, as short as possible"? | No, the information stays in Sysper |
| 8. If you need to store certain information for longer, can you split the storage periods? | No, the information stays in Sysper |
| 9 How do you inform data subjects? | Via the privacy statement displayed each time Sysper is opened |
| 10. Access and other rights of persons whose data are processed | |

Data subjects are entitled to request access to their 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. To this end, the persons concerned 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