

**Record of processing activity  
Part 1**

Name of the data processing: SYSPER regularisation of the recording of absences due to sickness

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Year 2020

1. Controller: European Economic and Social Committee

2.a) Service responsible E3 STA

2b) contact details Unit E.3.STA "Working Conditions, Rights and Obligations, Pensions "  
Directorate of Human Resources and Finance  
Rue Belliard 99 – 1040 Bruxelles

3. Joint controller

4. DPO: contact details [data.protection@eesc.europa.eu](mailto:data.protection@eesc.europa.eu)

5. Processor(s) (where applicable)

6. Purpose(s) of the data processing Sick absences are recorded in Sysper by each service as absences without certificate. The time management team is responsible for converting these absences into absences with certificate if a medical certificate has been sent to the medico-social service.

7. Description of the categories of persons whose data are processed	Officials, CA, TA, trainees
8. Description of data categories processed	Verification of the registration of sick leave in SYSPER by the services and verification of medical certificates (names and dates of absence).
9. Time limit for retaining the data	In SYSPER, absences are registered "with certificate" .The medical certificates are kept at the socio-medical service within the medical file and according to the rules in force within the medical file.
10. Recipients of the data	For the person concerned only, the E3 STA services in case of verification of compliance with the rules relating to the obligation to provide a medical certificate according to the duration of the absence.
11. Transfers of personal data to a third country or an international organisation	Not applicable
12. General description of security measures, where possible	Access limited to two persons outside the medical service of the functional box concerned (certificates-cese@esc.europa.eu)
13. Privacy statement	 No hyperlink inserted

**Part 2**  
**Compliance check and risk screening**

1.a) Legal basis and reason for processing	<p style="text-align: center;">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> <p><input checked="" type="checkbox"/> (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)</p> <p><input type="checkbox"/> (c) data subject is party or in order to take steps at the request of the data subject prior to entering into a contract</p> <p><input type="checkbox"/> (d) the data subject has given consent to the processing of his or her</p>
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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	Art 59 of Ftaff regulation  Décision 273 - 16 A on rules applicable to staff regarding sick 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)?	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?	Name on the certificate. Check by the medical officer on all absences equal to or greater than 20 days.
6. How do you rectify inaccurate information?	The withdrawal of the mention "with certificate" in SYSPER remains possible
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?	
9 How do you inform data subjects?	The person concerned sees in his summary SYSPER the absences with and without certificate.
10. Access and other rights of persons whose data are processed	The persons concerned have the right 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, formulate objections or complaints. For this purpose, they can contact the data controller. Functional box : 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