

**Record of processing activity
Part 1**

Name of the data
processing:

Request for special leave

Created on

28/09/2020

Last update

Reference number

087

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 "

Rue Belliard 99 – 1040 Bruxelles

3. Joint controller

4. DPO: contact details

data.protection@eesc.europa.eu

5. Processor(s) (where
applicable)

6. Purpose(s) of the data
processing

The special leave is encoded in SYSPER by the employee or agent depending on the circumstances. It is validated by the hierarchical superior, before the leave takes place. It is the responsibility of the "Time Management" team to check the accuracy of the request, to record the nature and date of receipt of the supporting documents, to sign the special leave in SYSPER for approval by Human Resources.

7. Description of the categories of persons whose data are processed officials, CA, TA

8. Description of data categories processed surname, first name, category/grade, directorate/unit/service, statutory situation, type of special leave requested and reason for the request, any family relationship of the person on whose behalf it is requested, the period for which the leave is requested, date of the request, signature, opinion of the immediate superior and electronic signature in SYSPER. The supporting documents relating to special leave are very varied:

- death or illness certificate of a relative,
- summons to court,
- invitation to a professional interview,
- marriage certificate
- proof of participation in an Epso contest,
- proof of a move,
- Pregnancy and birth certificate,
- evidence of outside activity or elective public office,
- PPE training,
- military documents,
- adoption or long-term foster care documents,
- training,,
- spa treatment or medical visit abroad,
- Proof of voting in a foreign election,
- any document relating to a situation of force majeure,

The proof of travel will also be provided if a travelling time is allowed.

9. Time limit for retaining the data 5 years

10. Recipients of the data
- The managers and persons in charge of the Working Conditions department, in charge of demand management;
 - The medical service if the person concerned considered that data was confidential.
 - In case of dispute of the decision, the Legal Department.

11. Transfers of personal data to a third country or an international organisation No

12. General description of security measures, where possible

If the person considers that the medical data concerning his or her ascendants, children or spouse are confidential, the documents will be sent to the medical service.

13. Privacy statement



No hyperlink inserted

Part 2 Compliance check and risk screening

1.a) Legal basis and reason for processing

- necessary for the performance of a task carried out in the public interest
- (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) processing is necessary for the performance of a contract to which the 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

Art 57 of Staff Regulation and Annex V

Décision212/19 A on annual and special leaves

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?

The data are registered in Sysper or are entered directly by the person concerned. Supporting documents must include the name of the person concerned. If this is not the case, the family relationship must be attested by another document.

6. How do you rectify inaccurate information?

A special leave can be withdrawn

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?

Not applicable

9 How do you inform data subjects?

via the privacy statement which is displayed each time SYSPER is opened.

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

