

**Record of processing activity
Part 1**

Name of the data processing:	Investigations under Article 16 (2) of the Joint Rules on sickness insuranc...
Created on	16/12/2021
Last update	
Reference number	110
Year	2021
1. Controller:	European Economic and Social Committee
2.a) Service responsible	E.3.STA
2b) contact details	Unit E.3.STA "Working conditions, Rights and Obligations, Pensions" Rue Belliard 99 - 1040 Brussels
3. Joint controller	Office for the Administration and Payment of Individual Entitlements of the European Commission (https://ec.europa.eu/dporegister/detail/DPR-EC-01086)
4. DPO: contact details	data.protection@eesc.europa.eu
5. Processor(s) (where applicable)	
6. Purpose(s) of the data processing	The processing of data is intended to constitute a file enabling the competent appointing authority to establish, where appropriate, the causal link between the facts established in the course of the investigation and any occupational disease.
7. Description of the categories of persons whose data are processed	Officials, temporary agents and contract agents

8. Description of data categories processed	<p>Data relating to the factors which make it possible to establish the nature of the condition, its occupational origin and the circumstances in which it arose.</p> <p>The special categories of personal data referred to in Article 10 of Regulation (EU) 2018/1725 (i.e. data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership and data concerning health or sex life) are, a priori and in principle, neither collected nor taken into account in connection with investigations. However, in exceptional circumstances and in accordance with Article 10 of Regulation (EU) 2018/1725, it might become necessary to collect and take into account certain data (for example, data concerning health) for the purpose of processing a particular case.</p>
9. Time limit for retaining the data	<p>These files are kept electronically on the confidential "Disciplinary rules" drive of unit E.3.STA, access to which is limited to the persons mentioned in point 10 (b) and (e) above for seven years after the file has been forwarded to the PMO.</p>
10. Recipients of the data	<p>In view of the purposes for which they are collected, your personal data could be transferred, in whole or in part, between different units and persons at the EESC:</p> <ol style="list-style-type: none"> 1. the contact person for the European Commission in connection with the procedures for recognising the occupational origin of the disease and the persons tasked with assisting them (normally an administrator and an assistant); 2. officials who need to be familiar with files: the head of the Working Conditions, Rights and Obligations, and Pensions Unit (STA), their assistant, an administrator and the unit's legal assistant; 3. certain members of the legal service (JUR): the head of unit, their assistant and an administrator/adviser in administrative matters; 4. (if applicable) the medical officer; 5. the Director for Human Resources and Finance, one of their assistants and their advisor. <p>In accordance with the service level agreement with the European Commission's Office for the Administration and Payment of Individual Entitlements (PMO) of 10 December 2020, the powers of the appointing authority with regard to the application of Article 73 of the Staff Regulations are delegated to the PMO. Accordingly, your personal data are transferred to the PMO.</p> <p>Should it prove necessary, files could be forwarded – in part or in their entirety – to other bodies of the European Union or to other official bodies: the European Data Protection Supervisor, the European Anti-Fraud Office (OLAF), the Court of Justice of the European Union (CJEU), the European Ombudsman and the Court of Brussels.</p>
11. Transfers of personal data to a third country or an international organisation	<p>No</p>
12. General description of security measures, where	<p>The data are kept in a restricted-access computer file.</p>

possible

13. Privacy statement

[Investigations under Article 16 \(2\)](#)

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)
- 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 73 of the Staff Regulations
Article 28 of the CEOS for temporary staff
Article 95 of the CEOS for contract staff
Article 16(2) of the Joint Rules on sickness insurance for officials of the European Communities

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)?

N/A

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 were provided by the persons concerned in the course of the investigation

6. How do you rectify inaccurate information?




At the request of the person concerned, prior to the approval of the investigation documents

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

Yes

storage periods?	
9 How do you inform data subjects?	By means of a privacy statement
10. Access and other rights of persons whose data are processed	<p>You have the right to request access to your personal data.</p> <p>You also have the right to request that the data be rectified or erased or that processing be subject to certain restrictions.</p> <p>You can address your requests to the head of the Working Conditions, Rights and Obligations, and Pensions Unit. All requests will be dealt with within one month of receipt of the request.</p> <p>You have the right of recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the EESC.</p>
11. Does this process involve any of the following?	<p><input type="checkbox"/> (a) data relating to health, (suspected) criminal offences or other special categories of personal data</p> <p><input type="checkbox"/> (b) evaluation, automated decision-making or profiling</p> <p><input type="checkbox"/> (c) monitoring data subjects</p> <p><input type="checkbox"/> (d) new technologies that may be considered intrusive</p>
<p>Part 3</p> <p>Linked documentation</p>	
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	