

Record of processing activity

Flexitime management

1. General Information

Name of the data processing:	Flexitime management
Reference number:	E047
Last update:	11/11/2020
Controller:	European Economic and Social Committee
Directorate:	Directorate E
Unit:	E3 STA
Contact details:	unit E3 "Working conditions, rights and obligations, pensions" (STA) Directorate for Human Resources and Finance Rue Belliard/Belliardstraat 99-101, 1040 Brussels
Joint controller (where applicable):	N/A
Joint controllership agreement (where applicable):	N/A
DPO - contact details	EESC Data Protection
Processor(s) (where applicable):	N/A
Data Processing Agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>Registering and calculating hours worked by staff Decision 131/17 A</p> <p>The Sysper time management module, which processes data relating to daily working hours, enables staff members to record and manage their working hours in such a way as to ensure a better work/life balance. This is done in full compliance with the interests of the service and the statutory and regulatory obligations regarding working hours in general.</p> <p>This data is not intended to be part of the staff</p>
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	<p>appraisal process.</p> <p>The main benefits of the Committee's flexitime system are as follows:</p> <p>[1] staff have increased flexibility, between 7 in the morning and 8.30 in the evening, in deciding what time they arrive at the office and what time they leave, with a view to working an average of 40 hours per week;</p> <p>[2] they may convert any credit hours worked into a maximum of four half-days of recuperation per month, with the agreement of the line manager; and</p> <p>[3] may carry over a maximum of 20 credit or debit hours to the following month.</p> <p>To this end, staff members must register their arrival and departure times as well as lunch breaks every day in the Sysper "presences" module, either in real time using a technical shortcut or manually at a later stage. They have the option of doing so until the end of the sixth working day following the day on which the hours were worked. If necessary, at the request of the person concerned, the hours worked may be recorded or modified at a later stage by the time management sector. If a lunch break is not recorded, a fixed time of 20 minutes will be deducted automatically.</p> <p>It is up to the line manager to validate the presences recorded on a monthly basis.</p> <p>Those who do not participate in the flexitime system are required to work the standard working hours applicable at the Committee.</p>
Categories of persons whose personal data are processed	<p>Processing of data under the flexitime system applies to all members of staff covered by the Staff Regulations (officials, temporary staff and contract staff) as well as seconded national experts (SNEs), i.e. all EESC staff with the exception of trainees and agency staff.</p>
Categories of personal data processed	<p>The type of data processed by the Sysper "presences" module includes first and foremost: surname, first name, daily presences (arrival and departure times, lunch break), types of regular absences (annual leave, special leave, parental or family leave, leave on personal grounds, part-time work, professional training, missions, illness, etc.), previously encoded in Sysper and the result of the calculation of presences and absences (monthly balance, recuperations, credit hours, debit hours).</p>

	<p>Only data relating to daily hours of arrival and departure are processed directly by the flexitime module. It should be noted, however, that in order to ensure that previously encoded periods of regular absence (annual leave, special leave, parental or family leave, leave on personal grounds, part-time work, professional training, missions, illness, etc.) are offset when calculating the number of hours worked under the flexitime system, the information relating to these absences is automatically included in the Sysper "presences" module. This prevents the data from being encoded twice.</p> <p>However, data relating to such regular absences is not fully processed (for example, to assess whether or not it is valid) under the flexitime management system.</p>
Recipients of the personal data	<p>The only people with access to the data recorded in the Sysper "presences" module are:</p> <ul style="list-style-type: none"> - the staff member concerned, for the purpose of recording arrival and departure times, consulting their balance within the framework of the standard hours and submitting a request for recuperation; - his or her line manager, who is authorised to consult, validate and/or correct the hours recorded and to accept requests for recuperation; - managers in the administration's time management sector, for the purpose of, where necessary, deducting the excess part of an end-of-month debit balance exceeding 16 hours from the annual leave balance (or, if the latter has been used up, from the salary).
Transfers of personal data to a third country or an international organization	Not applicable.
Retention period of the personal data	The processing procedure is carried out electronically via Sysper and the data is stored throughout the person's career.
General description of security measures, where possible	N/A
Data protection notice:	Data Protection Notice available internally