

Record of processing activity

Establishment of individual rights for staff taking up employment
at EESC

1. General Information

Name of the data processing:	Establishment of individual rights for staff taking up employment at EESC
Reference number:	E051
Last update:	24/04/2020
Controller:	European Economic and Social Committee
Directorate:	Directorate E
Unit:	E3 STA
Contact details:	Unit E.3.STA "Working Conditions, Rights and Obligations, Pensions " Rue Belliard 99, 1040 Bruxelles, Belgique
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	Establish the entitlements to allowances according to Article VII of the Staff Regulations of staff taking up employment and facilitate the administration of such entitlements throughout a staff member's career.
Categories of persons whose personal data are processed	Officials / other agents , their children and/or spouse/partner; seconded national experts.
Categories of personal data processed	The categories of personal data covered by this privacy statement are those required in order to verify the criteria stipulated in the legal base (Annex VII to

	the Staff Regulations) and allowing to establish pecuniary rights, such as: data identifying the applicant and members of his/her family and any other declared (un)related persons, birth certificates, proof of nationality(ies), place of residence, civil status, and any other relevant data.
Recipients of the personal data	<p>Data are processed exclusively by members of the Directorate for Human Resources and Finance and are not communicated to third parties, except where necessary for the purposes outlined above.</p> <p>For the processing and the establishment of individual financial rights phase:</p> <ul style="list-style-type: none"> - the Rights and Obligations sector (E.3) of the STA unit - the Communication and administrative documents sector (ADI) – managers of the staff files - the Financial verification sector - the Salary sector - the Appointing Authority.
Transfers of personal data to a third country or an international organization	Data is not transferred to a third country or international organisation.
Retention period of the personal data	<p>Data retained for the same length of time as the electronic system used to manage and store data (Sysper) and personal archives.</p> <p>Sysper is a computer application under the responsibility of the European Commission (DG DIGIT) and as such is governed by a specific confidentiality statement.</p>
General description of security measures, where possible	Access to personal data in the Sysper electronic system is given to the authorised staff on a "need to know" basis. Such staff abide by statutory and, when required, additional confidentiality agreements. Paper documents and files are kept in locked cupboards. The computer drive where electronic information is stored is accessible only by/for staff members in the Rights and Obligations sector (E.3) of the STA unit as well as the Head of Unit, and her assistant. PCs are only accessible via individual password.
Data protection notice:	Data Protection Notice available internally