

EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Nr.	Item	Description
		Financial transactions
1.	Last update of this record	07/12/2018
2.	Reference number	13
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Responsible department or role: HRBA Unit, EDPS-Finance@edps.europa.eu Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	Edps-dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	European Commission. DG BUDGET manages ABAC, the financial and accounting application set up by the Commission, to monitor the execution of its budget and to prepare its accounts.

Nr.	Item	Description
		<p>DG DIGIT (DIGIT-SYSPER2@ec.europa.eu) implements and maintain the accounting IT tool ABAC.</p> <p>For enquiries, European Commission DPO: https://ec.europa.eu/info/departments/data-protection-officer_en#contact</p> <p>Please consult relevant ABAC data protection record.</p>
6.	Name and contact details of processor (where applicable)	Not applicable.
7.	Purpose of the processing	<p>The purpose of this process is to implement the budget of the European Data Protection Supervisor.</p> <p>The financial transactions are made of:</p> <ul style="list-style-type: none"> - Budgetary commitments: the transaction by which the EDPS earmarks funds to cover one or more future expense. It is recorded in the ABAC system (Financial transactions ICT environment of the European Commission). - Payments: the operation that releases the EDPS from an obligation to a creditor. A payment consists in transferring a financial amount to an external provider or a staff member's bank account. As the EDPS does not have its own bank account, these payments are done through the European Commission treasury services <p>Transfers between budget lines: budget transfers occur when, in the course of a financial year, appropriations are transferred from one budget line to another, which is a derogation from the principle of budgetary specification.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>We process the following data on every individual/contractor who receive a payment from the EDPS, meaning:</p> <ul style="list-style-type: none"> - EDPS Members: the Supervisor and the Assistant Supervisor - EDPS Staff members - External suppliers: individual having signed a contract/purchase order with the EDPS. - Tenderers: individual submitting tenders to the EDPS. <p>The data at stake are the following:</p> <ul style="list-style-type: none"> - Name (first name, family name, previous family name);

Nr.	Item	Description
		<ul style="list-style-type: none"> - Gender, nationality, title, function; - Contact information (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address); - Bank account reference (IBAN and BIC codes), - VAT number, national insurance number; - ID card/Passport number and personal number; - Place and date of birth; - Other personal data contained in CVs (expertise, technical skills and languages professional experience including details on current and past employment). <p>All datas are kept centrally (European Commission ABAC system).</p>
9.	Time limit for keeping the data	<ul style="list-style-type: none"> - Files relating to financial transactions are to be retained in the archives for a period of 5 years following the discharge of the financial exercise. The discharge of the financial exercise is generally signified 2 years after the financial year, for a total of 7 years for holding the personal data; - Until the end of a possible audit if it started before the end of the above period.
10.	Recipients of the data	<ul style="list-style-type: none"> - The Finance team for treatment of the financial file; - The Operational Initiating Agent (OIA) for treatment of the financial file; - Heads of Units/Sectors concerned by the financial procedure; - The European Commission ABAC system's operators and internal auditors; - Other institutions delegates (Court of Auditors - IAS) for control of the financial file.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No.
12.	General description of security measures, where possible.	<ul style="list-style-type: none"> - Paper files: cupboards/offices protected by personal (only duly authorised personnel) and physical security; - Electronic files stored in a specific folder on the file system and the EDPS Content Managemeent System only accessible to the HRBA Head of Unit and the finance team -

Nr.	Item	Description
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	< <i>Link to data protection notice</i> >

