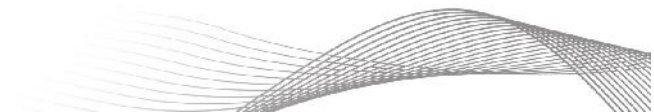


EDPS record of processing activity

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
		Management of flexitime requests from EDPS Staff
1.	Last update of this record	15/10/2018
2.	Reference number	15
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: Data are mainly processed in the EDPS Human Resources Unit by the GECO (officer in charge of leave) and by the line manager concerned. 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)	The European Commission (EC) carries out tasks and manages information systems supporting the flexitime management process. Specifically the following offices, services and Directorates general of the EC are involved:



Nr.	Item	Description
		<p>DG HR establishes and implements the EC humain resources policy, which is supported by the Sysper IT tool used by the EDPS to enter and manage all personal information needed for recruitment.</p> <p>DG DIGIT (DIGIT-SYSPER2@ec.europa.eu) manages the Sysper IT tool.</p> <p>For enquiries, European Commission DPO: https://ec.europa.eu/info/departments/data-protection-officer_en#contact</p> <p><i>Link to EC data protection record on flexitime</i></p>
6.	Name and contact details of processor (where applicable)	
7.	Very short description and purpose of the processing	<p>The purpose is to grant recuperation days as per the EDPS decision on flexitime dated of 01.01.2014 and EDPS note on flexitime for managers of 17.11.2014.</p> <p>The data is only used to authorise the recuperation of overtime based on the working hours registered in SYSPER2 by the staff member.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><u>Category of persons:</u></p> <p>All EDPS Staff members with the exception of trainees and interim staff.</p> <p><u>Category of Data:</u></p> <ul style="list-style-type: none"> - Data which enable the person making the request to be identified (surname, first name, personnel number, status, administrative address), linked to the staff user ID keyed in at login. - Information provided by staff in order to be granted overtime recovery (monthly time sheet in SYSPER and request for recuperation with date) <p>Data will be used only for the purpose of obtaining the authorisation to recover supplementary hours done by the staff member.</p>
9.	Time limit for keeping the data	Time sheets will be retained in SYSPER2 for 3 years for the staff member concerned. HR staff can have an outlook to up to 10 years.



Nr.	Item	Description
10.	Recipients of the data	<p>The recipients of personal data are the line managers concerned and the GECO, in order to permit them to legitimately carry out of their tasks in the framework of the said decision, notably the granting of overtime recovery.</p> <p>Staff members have the right to access and rectify their own data directly in SYSPER2.</p>
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.	<p>Only the staff member, the line managers concerned, and the GECO have access to the work hours registered by the staff member.</p> <p>The data is kept according to the security measures developed by DG HR/DG DIGIT who own the EC tool SYSPER2.</p>
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>

