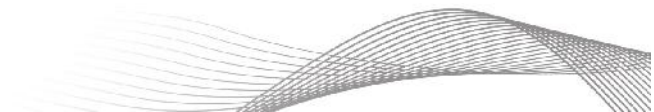


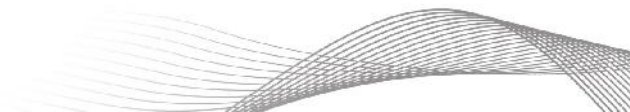
## EDPS record of processing activity

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
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		<b>Teleworking requests</b>
1.	Last update of this record	<b>23/10/2018</b>
2.	Reference number	<b>19</b>
3.	Name and contact details of controller	<p><a href="#">European Data Protection Supervisor (EDPS)</a>  <b>Postal address:</b> Rue Wiertz 60, B-1047 Brussels  <b>Office address:</b> Rue Montoyer 30, B-1000 Brussels  <b>Telephone:</b> +32 2 283 19 00  <b>Email:</b> <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a></p> <p>Responsible department or role:            Data are mainly processed in the EDPS Human Resources Unit by the GECO and by the line manager concerned.</p> <p>Contact form for enquiries on processing of personal data to be preferably used:  <a href="https://edps.europa.eu/node/759">https://edps.europa.eu/node/759</a></p>
4.	Name and contact details of DPO	<a href="mailto:edps-dpo@edps.europa.eu">edps-dpo@edps.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	<p><u>European Commission</u></p> <ul style="list-style-type: none"> <li>• DG HR</li> </ul>



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 staff to enter leaves requests</p> <ul style="list-style-type: none"> <li>• DG DIGIT (<a href="mailto:DIGIT-SYSPER2@ec.europa.eu">DIGIT-SYSPER2@ec.europa.eu</a>) manages the Sysper IT tool.</li> </ul> <p>For enquiries, European Commission DPO: <a href="https://ec.europa.eu/info/departments/data-protection-officer_en#contact">https://ec.europa.eu/info/departments/data-protection-officer_en#contact</a></p> <p>Please consult relevant data protection records</p>
6.	Name and contact details of processor (where applicable)	
7.	Purpose of the processing	<p>Manage in a legal, standardized and centralized framework all temporal aspects of a jobholder's framework with respect to the management and monitoring of the implementation of teleworking. In particular, the treatment consists in identifying the persons authorized to telework according to various criteria such as the possibilities of telework, the interest of the service or the motivation of the person.</p> <p>The persons concerned have the possibility of making a request for telecommuting either casual or structural via Sysper.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><u>Category of persons:</u> 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"> <li>- Data which enable the person making the request to be identified (surname, first name, personnel number, dates of telework, status, unit)</li> <li>- In the context of an occasional teleworking request, the person concerned must also indicate: the period covered by telework, plus the motivation chosen, namely the choice between a person's mobility problem (health), a specific serious family circumstance, a domestic problem</li> </ul>



Nr	Item	Description
		<p>, focus on a project. On the proposal of the administration, during strikes or other mobility problems, these days of occasional telecommuting will not count in the quota.</p> <p>-As part of a request for structural telework: in addition to the data taken directly from SYSPER (identification aspects), the data subject must enter the following data: work plan in progress, private telephone line on which the applicant wants to deviate from his professional line, usual telecommuting place (city), desired telework scheme, teleworking periods already completed, teleworking periods to come, the essential tasks that will be performed. The reasons for the request may include: long-term disability / illness, difficult and / or remote transportation connections, children, dependent parents, external training, better concentration. The candidate must indicate his motivation from pre-established fields entitled "additional comments"</p> <p>Data will be used only for the purpose of obtaining the authorisation for the staff member to telework in the requested day(s)</p>
9.	Time limit for keeping the data	Telework data, whether for favorable or unfavorable applications, is kept in Sysper for three calendar years. The data included in the free field "additional comments" on motivations are automatically deleted after 2 months after the decision on the application
10.	Recipients of the data	<p>The recipients of the personal data are the hierarchical superior of the person concerned and the appointing authority in order to ensure control and administrative follow-up of telework management.</p> <p>Staff members have the right to access and rectify their own data in SYSPER.</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	n/a
12.	General description of security measures, where possible.	Only the staff member, the line managers concerned, and the GECO have access to the requests done by the staff member.



Nr	Item	Description
.		The data is kept according to the security measures developed by DG HR/DG DIGIT who own the EC tool SYSPER2.
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>

