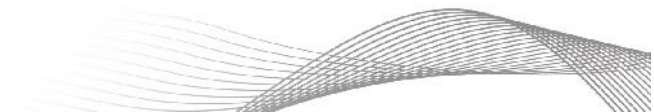


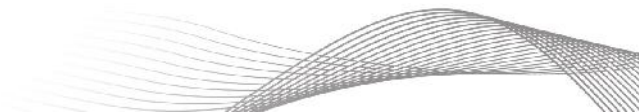
EDPS record of processing activity

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
	Billing of telephone consumptions by the European Parliament to the EDPS	
1.	Last update of this record	26/10/2018
2.	Reference number	20
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: EDPS Finance team, 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 Parliament (EP) Bruxelles - Brussels Rue Wiertz, Wiertzstraat B-1047 Bruxelles



Nr.	Item	Description
		<p>Central Switchboard</p> <p>+32 / (0) 2 28 4 21 11</p> <p>Contact for enquiries: EP DPO - http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection</p>
6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	<p>According to the administrative cooperation agreement between the Secretary General of the European Parliament and the European Data Protection Supervisor, the European Parliament (EP) provides the EDPS with a set of services, in particular telephone services. The EDPS has his own budget to cover the payment of these services. In line with Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union ("Financial Regulation") and its implementing rules, the related costs are reimbursed to the EP as the latter, for operational reasons, pays them directly to third parties. The EP sends by email to the EDPS a monthly report on the telephone consumptions which consists of two different documents</p> <ul style="list-style-type: none"> - A PDF file that shows the consumption of the current month. The information is broken down by telephone number, name of the person, number of calls, total duration, total cost. - An Excel file ("tableau récapitulatif") that shows the consumption of the current year, broken down by the total cost of the month per telephone number. <p>The reimbursement of these costs is made upon the reception of an invoice issued by the EP to the EDPS on a quarterly basis.</p> <p>The PDF document represents the background information to complete the Excel table. The Excel table is the supporting document used for the further reimbursement of the costs to the EP by means of a financial transaction (payment order) in the accounting IT tool (ABAC). At the EDPS, the finance team prints out the ABAC information to circulate the file related to the financial transaction under process, for validation and signature of the Authorising officer</p>



Nr.	Item	Description
		by delegation or the Authorising officer by subdelegation. Once it has been signed, the transaction (hard copy of ABAC printout as well as the supporting documents with only the tableau récapitulatif) is stored in a locked cupboard.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>The persons whose data the EDPS processes are:</p> <ul style="list-style-type: none"> - the EDPS Members: the Supervisor and the Assistant Supervisor - the EDPS Staff members - the EDPS' other staff (seconded national experts, trainees, interim agents) <p>The data categories are:</p> <ul style="list-style-type: none"> - Identifying data, - Phone numbers (Business telephone number, professional mobile telephone number), - Monthly telephone consumption (number of calls, total duration, total cost).
9.	Time limit for keeping the data	<p>Data collected by the EDPS (paper files) for the purpose of processing the reimbursement (payment order in ABAC) of the costs are stored in locked cupboards for 5 years after the discharge procedure. The tableau récapitulatif is the only one kept in those paper files.</p> <p>The EP's email sent to the EDPS Head of the HRBA Unit containing the monthly report on the telephone consumptions is forwarded to the EDPS-Finance functional mailbox and deleted directly afterwards. It is kept for 2 months in the archives of Outlook of the functional mailbox "EDPS Finance"</p>
10.	Recipients of the data	<p>The recipients of the data are:</p> <p>The EDPS Head of the HRBAUnit, the EDPS Finance team members Court of Auditors Internal Audit Service DG Budget of the Commission Budgetary Authority: European Parliament and European Council</p>
11.	Are there any transfers of personal data to third countries or international	No



Nr.	Item	Description
	organisations? If so, to which ones and with which safeguards?	
12.	General description of security measures, where possible.	Data collected by the EDPS (paper files) for the purpose of processing the reimbursement (payment order in ABAC) of the costs are stored in locked cupboards. The EP's email sent to the EDPS containing the monthly report on the telephone consumptions is kept for 2 months in the archives of Outlook of the functional mailbox EDPS-Finance. Only the members of the finance team have access to this functional mailbox.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<Link to data protection notice>

