

## 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
		<i><b>EDPS Staff Committee activities</b></i>
1.	Last update of this record	<b>07-09-2018</b>
2.	Reference number	<b>43</b>
		<i><b>Part 1 - Article 31 Record (specific legal obligation to publish – see Article 31(5)) &lt; row to be deleted when filled in &gt;</b></i>
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>  Responsible department or role:  &lt;dept/role&gt;+&lt;dept. contact e-mail&gt;  EDPS Staff committee - <a href="mailto:EDPS-Staff-Committee@edps.europa.eu">EDPS-Staff-Committee@edps.europa.eu</a></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>



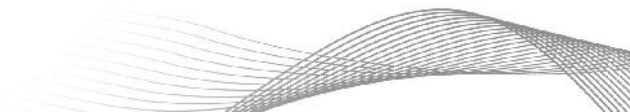
Nr	Item	Description
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Very short description and purpose of the processing	<p>a) Conduct activities for understanding, acknowledging and ultimately for the <b>representation, promotion and defence of the interests of the staff</b> <i>vis-à-vis</i> the EDPS as EDPS Staff Committee, established under Article 9 and Annex II of the Staff Regulations applicable to EU institutions and bodies, in accordance with the <b>EDPS decision of 8/2/2006</b>, available at: <a href="http://www.edpsnet.ep.parl.union.eu/edpsnet/webdav/site/edpsnet2/shared/HRAB/Administrative_guide/D%C3%A9cision-comite%20du%20pers.pdf">http://www.edpsnet.ep.parl.union.eu/edpsnet/webdav/site/edpsnet2/shared/HRAB/Administrative_guide/D%C3%A9cision-comite%20du%20pers.pdf</a></p> <p>In carrying out its function, the Staff Committee receives and processes personal information concerning members of the staff directly from the data subject or by other staff members. On the basis of this information, the Staff Committee decides on issues to be flagged to the EDPS and prepares the draft agenda for the meeting with the Director. This meeting is reported in the minutes.</p> <p>b) Participation, also in the light of the tasks and duties described under letter a) above, of Staff Committee members in Joint Advisory Committee's operations, based on EDPS decision of 26 November 2007 concerning promotions ("<b>EDPS Promotion Decision</b>").</p> <p>An official who wishes to contest the decision concerning the list of officials eligible for promotion, or the decision to promote, may submit a 'referral' to the Joint Advisory Committee. In his/her referral, the concerned EDPS staff member may indicate that he/she intends to refer the matter to the Joint Committee. The Joint Committee shall consist of two members, one appointed by the Management Board and the other from amongst the members of the Staff Committee. The Joint Committee shall deliver a reasoned opinion within 10 working days of receipt of the request. It may consult whoever it wishes and request any document or written information which it considers relevant.</p>



Nr	Item	Description
		In carrying out this function, the Staff Committee member involved and the Staff Committee itself may receive and process personal information concerning the evaluation of the member of the staff involved or other staff members referred to in the complaint.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>The <b>categories of persons</b> whose data are processed are the following:</p> <ul style="list-style-type: none"> <li>- Staff members of the EDPS.</li> </ul> <p>The list of <b>data categories</b> is the following:</p> <ul style="list-style-type: none"> <li>- Name, function, contact details;</li> <li>- E-mails sent to or from the Staff Committee or between Staff Committee Members may contain personal data of the staff concerned, such as for example the views of the staff members on particular issues or the difficulties he or she is experiencing;</li> <li>- Internal reports or documents may contain in some cases the above data as well;</li> <li>- In case of complaints under the EDPS Promotion Decision, information concerning the professional activities of the staff members, directly or indirectly concerned (e.g., tasks performed, evaluation by hierarchy, comparative assessment, etc.);</li> <li>- It cannot be excluded that sensitive data may be collected and processed in exceptional circumstances, for example where a staff member reports on particular issues or the difficulties he or she is experiencing.</li> </ul>
9.	Time limit for keeping the data	If transmitted by e-mail, the personal information is stored in the functional mailbox of the Staff Committee, the e-file and/or the paper file for the maximum period of the duration of the appointed Staff Committee plus one year.
10.	Recipients of the data	Data can be accessed only by Staff Committee members and alternates.



Nr	Item	Description
		Only in case of complaints procedures under the EDPS Promotion Decision, data can be accessed by a person other than Staff Committee members. In this case, data can be accessed only by Members of the Joint Advisory Committee including the member appointed by the Management Board.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No. There are no transfers of personal data to third countries or international organisations.
12.	General description of security measures, where possible.	<p>The applicable security measures concern the written records of the Staff Committee activities.</p> <p>A <b>functional mailbox EDPS Staff Committee</b> has been created, which can be accessed <b>only</b> by (all) members of the Staff Committee and alternates. A request to add or delete access rights shall come from a current member and be made to EP ITEC services through the EDPS Staff Committee functional mailbox. [As it is the rule for most or all IT services at the EDPS, the functional mailbox is administered by the EP IT services on the basis of a SLA with the EP. Neither the EDPS nor the Staff Committee have therefore direct control over access rights and other system administration issues. The rules and functioning of this functional mailbox are the same as those of other functional mailboxes operated by the EP IT services.]</p> <p>A <b>case file</b> in CMS concerning Staff Committee matters has been created (C 2012-0255). Access to the e-file is allowed <b>only</b> to Staff Committee Members and alternates. The paper file can be consulted, updated and physically kept by any members and/or alternates. It is stored in a locked cupboard in the office of the person who is physically holding it.</p> <p>E-mails and documents are printed out and archived in such e-files and/or the paper files only when necessary. Recollection of such correspondence is not needed in all cases. Therefore, as a rule personal communications are not saved or archived in the case file, unless a specific need exists.</p> <p>The Staff Committee is bound to ensure the <b>confidentiality</b> of the communications received from the staff (<i>as well as from its own members</i> in the context in particular of preparatory meetings and internal</p>



Nr	Item	Description
.		deliberations on positions to be expressed to the EDPS management). In particular, the views of the staff are conveyed to the management <i>only with the consent of the data subject and anonymously</i> , so as to exclude the identification of the persons concerned.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p>A data protection notice is published on the EDPS intranet site: &lt;Link to data protection notice&gt;</p> <p>Staff members and members of the Staff Committee can exercise their data subjects' rights by contacting the Staff Committee at: <a href="mailto:EDPS-Staff-Committee@edps.europa.eu">EDPS-Staff-Committee@edps.europa.eu</a></p> <p>Restrictions to the general right of access may apply pursuant to Article 20(c) of the Regulation if disclosure of such information would undermine the protection of the data subject or of the rights and freedoms of others.</p> <p>Staff members and members of the Staff Committee have the right to refer to the DPO of the institution at any time (<a href="mailto:EDPS-DPO@edps.europa.eu">EDPS-DPO@edps.europa.eu</a> )</p> <p>A specific privacy statement concerning the Staff Committee involvement in is published on the EDPS intranet site: &lt;Link to data protection notice&gt;</p>

