

## 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
	<b>Recruitment of Seconded National Experts (SNE)</b>	
1.	Last update of this record	<b>14/02/2022</b>
2.	Reference number	<b>04</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:  HRBA Unit, <a href="mailto:sne@edps.europa.eu">sne@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:dpo@edps.europa.eu">dpo@edps.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	<p>For recruitment:</p> <p>PMO (<a href="mailto:PMO-END-AGENCES@ec.europa.eu">PMO-END-AGENCES@ec.europa.eu</a>), for the daily and monthly allowances</p> <p>EC <a href="mailto:DIGIT-SYSPER2@ec.europa.eu">DIGIT-SYSPER2@ec.europa.eu</a> (implements the Sysper2 IT tool used by the EDPS)</p> <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>

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6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	<p>Recruitment of SNE for the EDPS Secretariat and the EDPB Secretariat. SNEs are entitled to specific rights, benefits and allowances under the Staff Regulation once they are recruited.</p> <p>The legal basis of the procedure is the <u>Staff Regulations</u> and the European Data Protection Supervisor Decision laying down the rules of the Secondment of National Experts to the EDPS from 5 July 2019 adopting general implementing provisions relating to the engagement and the use of SNEs.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>We process the data contained in the forms sent by the SNE to the “SNE” mailbox:</p> <p>For the recruitment (data required for the establishment of individual rights):</p> <ul style="list-style-type: none"> <li>- Data concerning the identity of the person concerned, his/her parents, children, spouse/s, and the person’s contact details.</li> <li>- Data concerning the work experience in their current employer</li> </ul>
9.	Time limit for keeping the data	<p>The time-limits for storing the data are as follows:</p> <ul style="list-style-type: none"> <li>- 10 years from the end of the period worked by a recruited applicant.</li> </ul>
10.	Recipients of the data	<p>For the recruitment:</p> <ul style="list-style-type: none"> <li>- The HR members in charge of the recruitment phase as well as PMO and the DG ITEC</li> </ul>
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>For recruitment:</p> <ul style="list-style-type: none"> <li>- The data are stored and managed in the Sysper2 IT tool of the EC (see EC register for the notification on Sysper2).</li> </ul>

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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>Data protection notice provided to data subjects.</i>