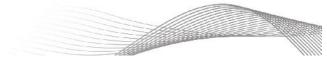
EDPS record of processing activity

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
	Procedure for lodging appeals before the Appointing Authority.	
1.	Last update of this record	30/11/18
2.	Reference number	10
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: HRBA Unit 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 Commission, in sofar as manager of the NDP module (see item 11) DG DIGIT (DIGIT-SYSPER2@ec.europa.eu), implements the NDP module.



Nr.	Item	Description
		For enquiries, European Commission DPO: https://ec.europa.eu/info/departments/data-protection-officer_en#contact
6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	The EDPS Decision of 10 November 2014 has adopted Implementing measures regarding Articles 90 and 91 of the Staff Regulations of the Officials of the European Union and the Conditions of Employmentof Other Servants of the European Union laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68.
		These measures allow EDPS member staff to lodge a complaint before the appointing authority, including requests that the appointing authority take a decision and complaints against an act by the appointing authority.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	Categories of persons: EDPS officials, temporary and contract staff
		Data categories:
		Identification data
		Pers. /Pension No
		Assignment
		Office address & Tel
		Private address if retired
		Email address
		Short description or subject of the request or complaint
		Act which is the subject of the complaint (Not for requests for a decision)
		Agreement on the registration of request/complaint
		Date and signature

Nr.	Item	Description
9.	Time limit for keeping the data	The time for which the complaint files may be kept in the personal file shall be 5 years after the closure of the procedure in order to be able to set up a comparison of previous decisions and to allow a harmonised application of the Staff Regulations. Any electronic communications in relation to this procedure must be deleted immediately after the complaints and the related decisions have been filed in the personal file.
10.	Recipients of the data	 - the Human Resources Unit; - the AIPN; - the EDPS management board; - in case of transfer to another Institution, the official in charge of personal files in this Institution - the EDPS DPO, the IAS, the Court of Auditors and Court of Justice where necessary.
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.	 Electronic file: The electronic file (the final decision and request form attached) is in NDP (= Numérisation des Dossiers Personnels", "digitalised personal file" is a European Commission application in Sysper, where the personal files are computerised). Paper file: are stored in a cupboard in a locked office to which only a restricted of HR colleagues have access on a need-to-know basis.
13.	For more information, including how to exercise your rights to	Link to data protection notice



Nr.	Item	Description
	access, rectification, object and data	
	portability (where applicable), see	
	the data protection notice:	
	<u>-</u>	