

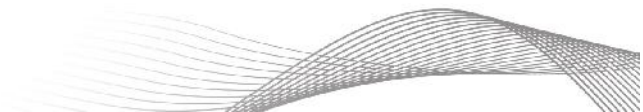
## EDPS record of processing activity

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.

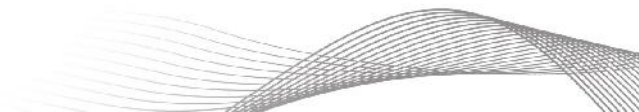
Nr.	Item	Description
	<b>Missions management</b>	
	Last update of this record	<b>31/10/2018</b>
2.	Reference number	<b>11</b>
	<i>Part 1 - Article 31 Record (specific legal obligation to publish – see Article 31(5)) &lt; row to be deleted when filled in &gt;</i>	
3.	Name and contact details of controller	<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></p> <p>Responsible department or role:            HRBA UNIT: <a href="mailto:EDPS-MIPS@edps.europa.eu">EDPS-MIPS@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>
5.	Name and contact details of joint controller (where applicable)	PMO ( <a href="mailto:PMO-MIPS@ec.europa.eu">PMO-MIPS@ec.europa.eu</a> ), as system owner of MIPS.



Nr.	Item	Description
6.	Name and contact details of processor (where applicable)	n/a
7.	Short description and purpose of the processing	<p><u>Short description :</u>  All transactions are supported by the application MIPS (<a href="http://intracomm.ec.testa.eu/mips/">http://intracomm.ec.testa.eu/mips/</a>), owned and managed by the European Commission Pay Master Office (PMO)</p> <p>The supported workflow follows:</p> <ul style="list-style-type: none"> <li>- Creation of the “mission” order by the assistant in charge of the missions in each unit / sector or by the mission performer</li> <li>- Confirmation and signature of the actors of the workflow and approval of the authorizing officer</li> <li>- Introduction of the declaration by the officer “in mission” within 3 months from the return date from the working assignment outside the normal working place.</li> <li>- Supporting documents relating to the declaration of mission expenses must be obligatorily scanned and downloaded in MIPS.</li> <li>- Verification and signature of the actors of the workflow and approval of the authorizing officer</li> <li>- Sending of the electronic file to the PMO for calculation via the MIPD application.</li> <li>- Calculation of the “mission” by the PMO.</li> </ul> <p>During the liquidation phase during which the PMO reviews the supporting electronic documents, the officer having carried out a “mission” must keep the original paper documents in order to provide them to the PMO at the request of the latter for various reasons (electronic copy not readable, random control, ...).</p> <ul style="list-style-type: none"> <li>- Ex-ante control by the PMO.</li> </ul> <p>An alert message informs each officer in working travel that he / she has been selected as part of this check and is requested to submit to PMO2 the original supporting documentation for this assignment. The documents sent to the PMO will be kept and archived by the PMO. If the file is non-compliant, the interested officer is contacted individually by the PMO 2.</p>



Nr.	Item	Description
		<ul style="list-style-type: none"> <li>- Sending of a Payment Request by MIPS in the ABAC budget application of the EDPS</li> <li>- Verification and payment by the financial unit of the EDPS</li> </ul> <p><u>Purpose</u> :</p> <p>Enable the EDPS staff to register mission orders as well as statements of expenses in order to get reimbursed according to the rules described in the “mission guide”.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>All EDPS staff : officials, temporary and contract staff, seconded national experts, trainees. Interim workers, only with derogation from the authorising officer.</p> <p>Data categories:</p> <ul style="list-style-type: none"> <li>- Identification data of the staff</li> <li>- Data regarding the mission itself: place(s) of the mission and transit, date of departure and arrival, means of transport, name and place of the hotel, hotel invoices, start and end times of the professional commitments, possible combined holidays, possible request for anticipating budget for expenses, the budget line on which the mission will be paid, the MIPS mission number and the confirmation number created when the authorising officer signs for agreement.</li> </ul>
9.	Time limit for keeping the data	<p>The data collected for mission management - are kept for a maximum of 8 years. Once the legal deadline has expired, the - file is deleted.</p>
10.	Recipients of the data	<ul style="list-style-type: none"> <li>- the HRBA staff member responsible for missions, the HRBA Head of Unit and the Director</li> <li>- PMO.2</li> <li>- DG BUDG, as our Accountant is the Commission’s Accountant, IAS as internal auditor, the European Court of Auditors in the framework of the Declaration of insurance.</li> <li>- The EEAS, for every mission out of the EU</li> </ul>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to	No



Nr.	Item	Description
	which ones and with which safeguards?	
12.	General description of security measures, where possible.	<p>The data inserted in the MIPS computer application that underpins the "mission" process are recorded on protected databases. The storage units are housed in the Commission Data Centre (DG DIGIT A.3).Periodical backup of all the data is performed.</p> <p>Electronic files will be destroyed by the DIGIT only on express request from the PMO.</p>
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><i>Link to data protection notice</i></p> <p>See also MIPS/EC missions data protection notice&gt; (currently under revision)</p>

