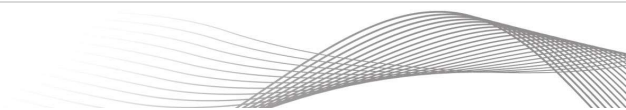


## EDPS record of processing activity

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.

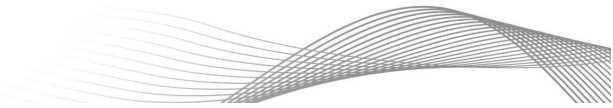
Nr.	Item	Description
<b>Financial transactions</b>		
1.	Last update of this record	<b>02/09/2021</b>
2.	Reference number	<b>13</b>
<i>Part 1 - Article 31 Record (specific legal obligation to publish – see Article 31(5)) &lt; row to be deleted when filled in &gt;</i>		
3.	Name and contact details of controller	<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-Finance@edps.europa.eu">EDPS-Finance@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><b>European Commission (EC) - DG BUDG</b></p> <p>DG BUDGET manages ABAC, the financial and accounting application set up by the Commission, to monitor the execution of its budget and to prepare its accounts. EDPS and DG BUDG are join</p>



Nr.	Item	Description
		<p>controllers for the following processing activity: registration of Legal Entities and Bank Account Files of clients in ABAC.</p>
6.	Name and contact details of processor (where applicable)	<p>1. <b>EC-DG BUDG for ABAC:</b> DG BUDGET manages ABAC, which is the financial and accounting application set up by the Commission, to monitor the execution of its budget and to prepare its accounts. DG BUDG is a processor for all data processing in ABAC, except for processing activities where joint controllership has been established (see above).</p> <p>2. <b>ERCEA for SPEEDWELL:</b> SPEEDWELL is a paperless workflow tool developed by the European Research Council Executive Agency (ERCEA). The application can be seen as an extension of ABAC, allowing the electronic circulation of invoices between all actors involved in a payment and commitment process.</p>
7.	Purpose of the processing	<p>The purpose of this process is to implement the budget of the EDPS.</p> <ul style="list-style-type: none"> <li>• <b>Budgetary commitments:</b> the transaction by which the EDPS earmarks funds to cover one or more future expense. It is recorded in the ABAC system (Financial transactions ICT environment of the EC).</li> <li>• <b>Payments:</b> the operation that releases the EDPS from an obligation to a creditor. A payment consists in transferring a financial amount to an external provider or a staff member's bank account. As the EDPS does not have its own bank account, these payments are done through the European Commission treasury services.</li> <li>• <b>Recovery Orders:</b> When the Institution has made a payment in excess, it must recover the amount due. This is done via a recovery order. The Authorising Officer must validate the existence of the debt before issuing the recovery order.</li> <li>• <b>Forecast of Revenue:</b> the forecast of revenue (FoR) is a possible preliminary step in the recovery process.</li> </ul> <p>A Recovery Order must be established if the entitlements are:</p> <p>(1) Certain: not submitted to conditions;</p>



Nr.	Item	Description
		<p>(2) Of a fixed amount: the exact amount receivable must be known;</p> <p>(3) Due: the amount is due.</p> <p>If these three conditions are not satisfied, there is no entitlement.</p> <p>The debt is qualified as potential, the AO must record an estimate of the amount receivable to be able to do a follow-up.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>We process the following data on every individual/contractor with whom the EDPS enters into a commitment, who receive a payment from the EDPS and/or against which a forecast of revenue or recovery is issued, namely:</p> <ul style="list-style-type: none"> <li>• EDPS: the Supervisor and staff members</li> <li>• External suppliers (contractors): individual having signed a contract/purchase order with the EDPS.</li> </ul> <p>The <b>personal data</b> processed are the following:</p> <ul style="list-style-type: none"> <li>• Name (first name, family name, previous family name);</li> <li>• Gender, nationality, title, function;</li> <li>• Contact information (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address);</li> <li>• Bank account reference (IBAN and BIC codes);</li> <li>• VAT number, national insurance number;</li> <li>• ID card/Passport number and personal number;</li> <li>• Place and date of birth;</li> <li>• Other personal data contained in CVs (expertise, technical skills and languages professional experience including details on current and past employment).</li> </ul> <p>All data are kept centrally (EC's ABAC system and ERCEA's Speedwell).</p>



Nr.	Item	Description
9.	Time limit for keeping the data	<ul style="list-style-type: none"> <li>• Files relating to financial transactions are to be retained in the archives for a period of 5 years following the discharge of the financial exercise. The discharge of the financial exercise generally takes place 2 years after the financial year (personal data is thus retained as a rule for a total of 7 years);</li> <li>• Until the end of a possible audit if it started before the end of the above-mentioned period.</li> </ul>
10.	Recipients of the data	<p><b>Recipients</b> of the data are the following:</p> <ul style="list-style-type: none"> <li>• The Finance team for treatment of the financial file;</li> <li>• The Operational Initiating Agent (OIA) for treatment of the financial file;</li> <li>• Heads of Units/Sectors concerned by the financial procedure;</li> <li>• The EDPS Local Profile Manager;</li> <li>• The EC's ABAC system's operators and internal auditors;</li> <li>• The ERCEA's Speedwell system operators and internal auditors;</li> <li>• Other institutions delegates (Court of Auditors) for control of the financial file.</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.	<ul style="list-style-type: none"> <li>- Paper files: cupboards/offices protected by personal (only duly authorised personnel) and physical security;</li> <li>- Electronic files stored in a specific folder on the file system and the EDPS Content Management System only accessible to the HRBA Head of Unit and the finance team</li> <li>- Supporting documents uploaded electronically to the relevant financial operation in ABAC (secured through EU LOGIN).</li> <li>- Supporting documents uploaded electronically to the relevant financial operation in Speedwell (secured through EU LOGIN).</li> </ul>
13.	For more information, including how to exercise your rights to access,	<a href="https://edps.europa.eu/data-protection/our-work/publications/data-protection-notice/data-protection-notice-financial_en">https://edps.europa.eu/data-protection/our-work/publications/data-protection-notice/data-protection-notice-financial_en</a>



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

