



**European Research Council**  
Executive Agency

Established by the European Commission

## RECORD OF PERSONAL DATA PROCESSING

Art. 31 of the 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 (henceforth the "Data protection regulation")

Record n°

DPO 22-2023

In accordance with Article 31 of the data protection regulation, individuals whose personal data are processed by the Executive Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Executive Agency has to keep records of their processing operations.

This record covers two aspects:

1. Mandatory records under Art 31 of the data protection regulation (recommendation: make the header and part 1 publicly available)
2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out
- Record of a new data processing operation prior to its implementation
- Change of a data processing operation.
- Migration from notification to record

### MANAGEMENT OF THE OPERATING BUDGET

<b>1</b>	<b>Last update of this record if applicable</b>	02/10/2014 Ares(2014)3254912
<b>2</b>	<b>Short description of the processing</b>	<p>The management of the operating budget of the ERCEA refers to budget adoption and budget execution. Only the latter has to see with personal data processing necessary to be able to implement the budget execution. <u>Budget execution</u> includes: commitments (contracts, procurements), payments (salaries, allowances, invoices, debit notes), recoveries (subsidy, accounting balance transactions, corrections) and accounting operations (treasury, early warning system, cut off) of the operating budget.</p> <p>The operating budget is adopted by the Steering Committee of the ERCEA; its management is under the responsibility of the ERCEA Director who is the Authorising Officer (AO).</p> <p>The management of the operating budget is implemented</p>

through paper processing (legal commitments, invoices) and electronic processing with the tools ABAC and its different modules (Abac Assets, Abac Datawarehouse, EDES, and Speedwell as well as BLUEBELL (developed by ERCEA).

**(This part may be public)**  
**Part 1 - Article 31 Record**

<b>3</b>	<b>Function and contact details of the controller</b>	Head of Department D Unit : D.0, <a href="mailto:ERC-BUDGET-FIA@ec.europa.eu">ERC-BUDGET-FIA@ec.europa.eu</a>
<b>4</b>	<b>Contact details of the Data Protection Officer (DPO)</b>	<a href="mailto:ERC-DATA-PROTECTION@ec.europa.eu">ERC-DATA-PROTECTION@ec.europa.eu</a>
<b>5</b>	<b>Name and contact details of joint controller (where applicable)</b>	NA
<b>6</b>	<b>Name and contact details of processor (where applicable)</b>	DIGIT DIGIT DPC in DIGITA.3, Sector 001 <a href="mailto:DIGIT-DPC@ec.europa.eu">DIGIT-DPC@ec.europa.eu</a>  DG BUDGET Unit BUDG.R.2 <a href="mailto:budg-data-protection-coordination@ec.europa.eu">budg-data-protection-coordination@ec.europa.eu</a>  PMO <a href="mailto:PMO-DATA-PROTECTION-COORDINATOR@ec.europa.eu">PMO-DATA-PROTECTION-COORDINATOR@ec.europa.eu</a>  HR & Medical Service <a href="mailto:HR-MAIL-D3@ec.europa.eu">HR-MAIL-D3@ec.europa.eu</a>
<b>7</b>	<b>Purpose of the processing</b>	The management of the operating budget entails the creation of legal and budgetary commitments and the treatment and payment of invoices and requests for reimbursement. In order to achieve these operations, we need to collect and check data to verify the compliance of these operations with the Standard financial rules for Executive Agencies and in order to allocate the right amount for the implementation of the legal commitment.
<b>8</b>	<b>Description of the categories of data subjects</b>	Whose personal data are being processed?  <input checked="" type="checkbox"/> EA staff (Contractual and temporary staff in active position, SNE's, blue book)  <input type="checkbox"/> Visitors to the EA  <input checked="" type="checkbox"/> Contractors providing goods or services  <input checked="" type="checkbox"/> Applicants  <input checked="" type="checkbox"/> Relatives of the data subject  <input type="checkbox"/> Complainants, correspondents and enquirers  <input type="checkbox"/> Witnesses  <input type="checkbox"/> Beneficiaries

		<p>x External experts</p> <p>x Contractors</p> <p><input type="checkbox"/> Other, please specify:</p>
<p><b>9</b></p>	<p><b>Description of personal data categories</b></p> <p>Indicate <b>all</b> the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):</p>	<p><i>Categories of personal data:</i></p> <p>x in the form of personal identification numbers (ID, personnel number, NUP number ("numéro unique de paie": general staff identification number for the EU Institutions)</p> <p><input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints</p> <p>Picture in the ID document, gender</p> <p><input type="checkbox"/> concerning the data subject's private sphere</p> <p>Marital situation, date of birth, nationality or nationalities, current and previous place(s) of residence as well as any change of residence</p> <p>x concerning pay, allowances and bank accounts salary payments</p> <p>all elements composing the salary (tax, family allowances, pension, retention, expatriation allowances, etc.</p> <p>x concerning recruitment and contracts</p> <p>grade, salary, address</p> <p>x concerning the data subject's family</p> <p>children's name school reference in the case of European School transport's invoice, crèche or afterschool Care Centre reference,</p> <p>x concerning the data subject's career</p> <p>study curriculum, employment curriculum</p> <p><input type="checkbox"/> concerning leave and absences</p> <p>x concerning missions and journeys</p> <p>name, place of mission, hotel fare, price of travel (plane/train tickets), daily allowance, accommodation allowance</p> <p>x concerning social security and pensions</p> <p>x concerning expenses and medical benefits</p> <p>type of medical visits (annual, special), vaccination done, number of medical certificate processed by DG HR, psychological support granted.</p>

	<p><b>10 Retention time (time limit for keeping the personal data)</b></p>	<p>x concerning telephone numbers and communications</p> <p>x concerning names and addresses (including email addresses)</p> <p>x Other :please specify : staff trainings,</p> <p><i>Categories of personal data processing likely to present specific risks:</i></p> <p><input type="checkbox"/> x data relating to suspected offences, offences, criminal convictions or security measures</p> <p><input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</p> <p><i>Categories of personal data whose processing is prohibited, with exceptions (art. 10 new Regulation):</i></p> <p><input type="checkbox"/> revealing racial or ethnic origin <input type="checkbox"/></p> <p>revealing political opinions <input type="checkbox"/></p> <p>revealing religious or philosophical beliefs <input type="checkbox"/></p> <p>revealing trade-union membership <input type="checkbox"/></p> <p>concerning health <input type="checkbox"/></p> <p>genetic data, biometric data for the purpose of uniquely identifying a natural person <input type="checkbox"/></p> <p>concerning sex life or sexual orientation <input type="checkbox"/></p> <p><i>Specify any additional data or explanatory information on the data being processed, if any:</i></p> <p>Indicate your administrative retention period (CRL)</p> <ul style="list-style-type: none"> <li>• Relations with the European Court of Auditors (ECA), files on relations with the ECA, including files concerning the ECA's annual and special reports (drafting and follow-up), : 7 years ARP, sampling and/or selection for transfer to the historical Archives and after: second review</li> <li>• As a general rule, all contract files are kept 5 years in ERCEA's local archives, then sent to the Commission's central archives.</li> </ul> <p>In case you intend to FURTHER process the personal data for a compatible purpose with the 'initial' one, please also indicate this retention period if different</p> <p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged? yes x no</p> <p>If yes, indicate the further retention time: ...</p>
<p><b>11</b></p>	<p><b>Recipients of the data</b></p>	<p>Recipients are all financial actors of ERCEA (Operational Initiating Agents, Operational Verifying Agents, Financial Initiating Agents, Financial Verifying Agents, Authorising Officer and Authorising Officers by Delegation, Accountants), which vary depending on the reason of the commitment/payment on a need to know basis. In order to be able to process the relevant action, Staff in DO and CAO have access to all files.</p>

		Salaries, missions are calculated by the Commission's PMO service first, therefore selected staff at PMO has access to the files. DG HR Medical Service also has access ERCEA's staff personal data and DG HR has access to the data displayed in Sysper, as they are hosting the tool. DG HR Security has access to name, picture, place of employment, car plate, phone number as they are issuing the badges. OIB CPE has access to the children name and time spent at OIB after-school centres or at the nursery by children of staff members. For the European school transports, data's are processed by parents associations. The EU budgetary authorities (Parliament and Council) may require reports on payments/commitments, which might contains names (included in the "user reference" field in Abac), but no further details.
12	<b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b>	NA
13	<b><u>General</u> description of the technical and organisational security measures</b>	<p>1. Physical security (access to computer systems, quality of the file supports, public access or restricted access to locations, storage, transport of equipment, etc.).</p> <p>The datasets are safeguarded on dedicated servers of the EC Data Centre in Luxembourg. They are accessible by selected ERCEA services.</p> <p>DIGIT appropriately secures these servers, in order to ensure the integrity, confidentiality and availability of the institution's electronic assets.</p> <ul style="list-style-type: none"> <li>Archiving of paper files in the ERCEA: ERCEA Central Archive Service is responsible for the physical protection of the closed files that fall within its sphere of responsibility Documents stored by ERCEA HR are only accessible to authorised staff members.</li> </ul> <p>Logical security - ABAC: Contracts, invoices and their supporting documents are scanned and stored in ABAC, which is hosted by the European Commission. Access to ABAC requires an authentication based upon a User ID/password combination.</p>
14	<b>Information to data subjects/Data Protection Notice (DPN)</b>	<p>The data subjects are informed by the data protection notices which provides information on how the agency processes their personal data, the retention period, who has access and how they can exercise their rights.</p> <p>The data protection notices are provided at the moment of the collection of the personal data (e.g. procurement procedure, recruitment procedure, management of the personal file).</p>