



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 30 - 2020

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.

ERCEA Cycling Contribution Scheme

1	Last update of this record if applicable	N/A
2	Short description of the processing	<p>The ERCEA supports its staff members commuting to and from work by bicycle by, among others, launching a cycling financial contribution scheme.</p> <p>Staff members can apply to join the scheme by filling the application form available on the ERCEA intranet. Only contract agents and temporary agents in activity at the time of their application and working in Brussels are eligible.</p> <p>During the specific payment period, staff members who applied to join the scheme will be invited to submit an annual declaration which includes a request for payment.</p> <p>The HR Unit will verify the information provided by the staff member with the data from SYSPER, Mobility.net. and DG</p>

		<p>HR.DS. The ERCEA Sector D.0 will be in charge of the financial verification.</p> <p>The purpose is to process the applications of ERCEA staff members joining the ERCEA Cycling Contribution Scheme and to execute operational and financial verification for the payment of the contribution.</p>
Part 1 - Article 31 Record		
3	Function and contact details of the controller	<p>Head of the Human Resources Unit (ERCEA.D.2)</p> <p>ERC-CYCLING@ec.europa.eu</p>
4	Contact details of the Data Protection Officer (DPO)	ERC-DATA-PROTECTION@ec.europa.eu
5	Name and contact details of joint controller (where applicable)	N/A
6	Name and contact details of processor (where applicable)	<p>European Commission Directorate General Human Resources (DG HR)</p> <p>DIGIT-SYSPEP2@ec.europa.eu</p> <p>Directorate-General for Informatics (DG DIGIT)</p> <p>DIGIT-SYSPEP2@ec.europa.eu</p>
7	Purpose of the processing	<p>The overall purpose of this processing operation is to process the applications of ERCEA staff members joining the ERCEA Cycling Contribution Scheme and to execute operational and financial verification for the payment of the contribution.</p> <p>The Controller may envisage anonymous statistical analyses with the purpose of improving the quality of the processes and the management of human resources.</p>
8	Description of the categories of data subjects	<p>Whose personal data are being processed?</p> <p><input checked="" type="checkbox"/> EA staff (Contractual and temporary staff in active employment). Contract Agents and Temporary Agents.</p> <p><input type="checkbox"/> Visitors to the EA</p> <p><input type="checkbox"/> Contractors providing goods or services</p> <p><input type="checkbox"/> Applicants</p> <p><input type="checkbox"/> Relatives of the data subject</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Witnesses</p> <p><input type="checkbox"/> Beneficiaries</p>

		<input type="checkbox"/> External experts <input type="checkbox"/> Other, please specify _____
9	Description of personal data categories Indicate all 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><i>Categories of personal data:</i></p> <input checked="" type="checkbox"/> in the form of personal identification numbers [Personnel number] <input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints <input type="checkbox"/> concerning the data subject's private sphere <input checked="" type="checkbox"/> concerning pay, allowances and bank accounts [Entitlement to transport contributions; existing transport contributions: Mobility.Net, parking vignette] <input checked="" type="checkbox"/> concerning recruitment and contracts [Date of termination of contract, periods of active service] <input type="checkbox"/> concerning the data subject's family <input checked="" type="checkbox"/> concerning the data subject's career [Data concerning presence at work] <input type="checkbox"/> concerning leave and absences <input type="checkbox"/> concerning missions and journeys <input type="checkbox"/> concerning social security and pensions <input type="checkbox"/> concerning expenses and medical benefits <input type="checkbox"/> concerning telephone numbers and communications <input checked="" type="checkbox"/> concerning names and addresses (including email addresses) [Name, surname, private address, professional e-mail address] <input type="checkbox"/> Other :please specify :_____ <i>Categories of personal data processing likely to present <u>specific risks</u>:</i> <input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures <input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct) <i>Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10 new Regulation):</i>

10	Retention time (time limit for keeping the personal data)	<input type="checkbox"/> revealing racial or ethnic origin <input type="checkbox"/> revealing political opinions <input type="checkbox"/> revealing religious or philosophical beliefs <input type="checkbox"/> revealing trade-union membership <input type="checkbox"/> concerning health <input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person <input type="checkbox"/> concerning sex life or sexual orientation <p><i>Specify any additional data or explanatory information on the data being processed, if any:</i></p> <p>The personal data will be kept for a maximum period of 5 years from the date of the eligibility of the scheme, as determined under the Financial Regulations as a justification document for the payment. Data from non-eligible staff will be deleted at the end of the period concerned.</p> <p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged?</p> <input checked="" type="checkbox"/> yes <input type="checkbox"/> no <p>The ERCEA may envisage anonymous statistical analyses with the purpose to improve the quality of the processes and the management of human resources. However, the retention periods mentioned above will not be increased.</p>
11	Recipients of the data	<p>The persons having access to the personal data, on a need-to-know basis, are:</p> <ul style="list-style-type: none"> - Authorised personnel in Unit D.2 – “Human Resources” of the ERCEA dealing with the application of the Cycling Contribution; - Authorised staff in Sector D.0 – “Administrative Budget” of the ERCEA responsible for encoding the payment and the financial verification. - DG HR.DS as the owner of the parking vignettes. <p>In addition, certain administrative details may be disclosed, in compliance with the relevant current legislation and established case law, and on a temporary basis to legislative or supervisory bodies of the ERCEA, as well as auditing bodies or courts.</p>
12	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A

13	General description of the technical and organisational security measures	<p>Physical security</p> <ul style="list-style-type: none"> - Access to the two server rooms is restricted to the LSA team and the HoU D.1, controlled by badge and pin code. - Access to the DIGIT datacentre is restricted to DIGIT authorized staff; it is controlled by badge and pin code. <p>IT security</p> <ul style="list-style-type: none"> - ERCEA HR Shared Drive: access to the Shared Drive is only given to authorised staff members of the HR Unit in charge of monitoring the processes. - Outlook: access to the FMBs (ERC-CYCLING@ec.europa.eu and ERC-BUDGET-FIA@ec.europa.eu) is restricted to authorised members of the ERCEA staff. - SYSPER, ARES, Mobility.net, ABAC and Speedwell are protected with the European Commission's EU Login password system and are only accessible to authorised personnel on a need-to-know basis.
14	Information to data subjects/Data Protection Notice (DPN).	<p>A Data Protection Notice is available on the intranet page of the Agency:</p> <p>http://intranet.ercea.cec.eu.int/services/human-resources/priv/Pages/default.aspx</p>