

Contact: European Union Agency for the Operational Management of Large Scale IT Systems in the Area of Freedom, Security and Justice (EU-LISA)
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General description of security measures: Personal data is stored on EU-LISA information systems with suitable security. Standard IT security measures are implemented to protect the IT infrastructure (i.e. firewalls, antivirus protection, data encryption and compression). Data is backed-up regularly and security features to keep up-to-date. EU-LISA processes are not publicly accessible and secured. Access to the personal data is restricted to authorized users requiring it for the purposes of the processing. EU-LISA controls data protection processes as described which must be complied with by contractors.

Data processing activities marked with an asterisk have been finalized. The respective tasks were hidden from the register.

Table with 15 columns: ID, Case No., Date Modified, Last Update, Controller, Description, Purpose, Category of Data Subject, Category of Data, Justification, Processing, Retention Period, Recipients, International Transfer, Free Sharing/Confidence Required, Origin from the EDPIS. Rows include activities like 'CRB Register', 'Health and Safety accidents and incidents register', 'KNOW Navigator', 'CRS System Solution Testing', 'Remote access of ICT Services (VPN)', 'Online meetings software', 'Security web server', 'EUDG Service in eu-LISA', 'Risk-aware and Data Agreements - Data exchange', 'External eFTP', 'CBRT operations and services', 'Identity and access management for the operational Case business systems (TMS CBRT)', 'Peer Award', 'BIU Mission and Vision survey', 'Speech to Text for meeting notes', 'Conduct', 'Public Access to Documents', 'Reporting for Transparency Register of eu-LISA', 'Crime and Manage Surveys (SPOC)', 'Cloud W-LAN Network', and 'Library Management'.

ID	Date	Start	End	Category	Activity	Description	Participants	Frequency	Duration	Impact	Notes	Comments
104	0082019	12/12/2019	30/06/2021	Human Resources Unit	Public procurement procedure	Management and administration of procurement procedures for eu-LISA.	eu-LISA security staff. Other individuals working for eu-LISA (contractors, business partners, suppliers, contractors of eu-LISA, etc.).	None	None	None	None	None
105	0082019	14/10/2019	14/10/2019	Human Resources Unit	Teambuilding exercise	Team building exercise "The 5th Element" by the HR department.	eu-LISA Management Team (EU). Staff members of eu-LISA.	Once	1 day	Internal	None	
102	00942019	23/04/2019		Human Resources Unit	Outside activity permission	Outside activity or assignment that would interfere with the performance of the staff member's duties at which an exemption with the consent of the Agency.	Staff members of eu-LISA.	None	None	None	None	
101	0092019	06/03/2019	23/1/2020	General Coordination Unit	eu-LISA Internal Events	Processing of personal data in the context of internal events and for internal communication purposes.	eu-LISA security staff. Other individuals working for eu-LISA (contractors, business partners, suppliers, contractors of eu-LISA, etc.).	None	None	None	None	
100	0092019	16/02/2019	23/1/2020	General Coordination Unit	eu-LISA Internal Events (eu-LISA internal management)	Registration of personal data in the context of the management of conferences / roundtables / meetings / seminars / etc.	eu-LISA security staff. Other individuals working for eu-LISA (contractors, business partners, suppliers, contractors of eu-LISA, etc.).	None	None	None	None	
99	00212019	24/01/2019		Human Resources Unit	Opening information on the Planning IT Tool	IT tool to be used for planning and opening plans for the activities and projects of the Agency.	All staff members and the SMEs.	1 year	1 year	Internal	None	
98	00162019	30/10/2019	18/03/2021	System Operations Unit	Security Management (Security named eu-LISA ITSM Tool (SMF))	For managing incidents, problems, and related activities.	eu-LISA security staff. Other individuals working for eu-LISA (contractors, business partners, suppliers, contractors of eu-LISA, etc.).	None	None	None	None	
97	00192019	26/10/2019		Staff Committee	SC survey to select points of interest for eu-LISA staff members	To identify the issues of staff members for the Staff Committee.	Staff members.	1 year	1 year	Internal	None	
96	00142019	22/10/2019		Applications Management and Maintenance	EES implementation status survey	To identify and thus monitor individual SSU representatives who update the current status of implementation for EES project EID.	SSU representatives.	1 year	1 year	Internal	None	
95	00132019	22/10/2019		Security Unit	Security suite patches	Monitoring for malware, intrusion and Data Loss Prevention related information on eu-LISA systems.	All personal (Staff, contractors, visitors, SME) using a corporate laptop and tablet.	1 year	1 year	Internal	None	
94	00122019	18/09/2019	03/06/2021	DPO	eu-LISA DPO mobile app	To enhance knowledge, awareness and best practices among the eu-LISA stakeholders and other persons interested in the protection of eu-LISA.	The general public, including visitors, staff members, business partners, etc.	None	None	None	None	
93	00112019	06/08/2019		Security Unit	Registration of Tailored Visitors	Software, records and monitor the access of visitors to the premises of eu-LISA.	Visitors who are invited to come to the premises of eu-LISA.	None	None	None	None	
92	00102019	16/07/2019		Security Unit	Access to Tailored premises	Software, records and monitor the use of each access card issued to eu-LISA staff and the authorized contractors to access the eu-LISA premises.	Staff members and other persons authorized to access eu-LISA premises.	None	None	None	None	
91	00092019	01/06/2019	01/07/2020	Security Unit	Personal Security Clearance Contract	Monitoring for eu-LISA contractors and subcontractors (all EU citizens) regarding compliance with the security clearance contract.	Contractors and subcontractors, including SMEs, contractors and sub-contractors.	None	None	None	None	
90	00082019	01/06/2019	09/11/2022	Security Unit	Personal Security Clearance (PSC) - eu-LISA personal Security Clearance (SPC)	Personal data being processed for the security purpose of ensuring that all the contracted staff have been cleared for access to the premises of eu-LISA.	eu-LISA security staff. Other individuals working for eu-LISA (contractors, business partners, suppliers, contractors of eu-LISA, etc.).	None	None	None	None	
89	00072019	23/07/2019	01/09/2021	Executive Director	Whistleblowing	Software, records and monitor the access of visitors to the premises of eu-LISA.	eu-LISA security staff. Other individuals working for eu-LISA (contractors, business partners, suppliers, contractors of eu-LISA, etc.).	None	None	None	None	
88	00062019	22/06/2019		Human Resources Unit	Staff committee Election Board	For the election of a Staff Committee of eu-LISA.	eu-LISA staff members.	None	None	None	None	
87	00052019	01/03/2019	21/09/2021	Security Unit	Acceptable use Policy Rules, enforcing the agreement from the start	The purpose of processing personal data is to ensure compliance with the Acceptable Use Policy (AUP) regarding the use of eu-LISA information technology resources.	eu-LISA security staff. Other individuals working for eu-LISA (contractors, business partners, suppliers, contractors of eu-LISA, etc.).	None	None	None	None	
86	00042019	01/06/2019		Human Resources Unit	Reformulation of the recruitment process on electronic form	To establish a new recruitment process for eu-LISA.	Contractors.	None	None	None	None	
85	00032019	14/09/2019	04/06/2021	Executive Director, Corporate Services Department, Legal Services	Promoting personal data to the contract of companies under Article 99(2) of the Staff Regulations and other related matters	To ensure compliance with the contract of companies under Article 99(2) of the Staff Regulations.	eu-LISA security staff. Other individuals working for eu-LISA (contractors, business partners, suppliers, contractors of eu-LISA, etc.).	None	None	None	None	
84	00022019	03/05/2019		Human Resources Unit	Conflict of interest for the staff	To ensure compliance with the Code of Conduct on Prevention of Conflict of Interest.	eu-LISA staff members and their family members.	5 years	5 years	Internal	None	
83	00012019	30/01/2019		Resources and Administration Department	Deputies checklist for interview	Monitoring the deployment of resources and for ensuring the performance of the Staff Committee under the recruitment process.	Staff members working in the premises of eu-LISA (Staff members).	1 year	1 year	Internal	None	
82	00192017	28/07/2017	20/04/2022	Security Unit	TAN - Test Alerting Notification	SC response, alerting and notification.	eu-LISA personal Staff. Security Unit staff members.	None	None	None	None	
81	00192017	31/10/2017		Human Resources Unit	Best colleague election	To identify and thus recognize individual employees whose contribution to eu-LISA is exceptional.	Staff members of eu-LISA and visitors.	None	None	None	None	

Row ID	Date	Department	Title	Justification	Accessed Data	Accessed Data	Accessed Data	Accessed Data	Accessed Data	Accessed Data	Accessed Data	Accessed Data	Accessed Data	Accessed Data	Accessed Data	Accessed Data	Accessed Data
80	01/20/2017	Human Resources Unit	Planning database	Creation of new database which serves the purpose of providing information for creating and updating the staff and budget planning documents.	Staff members of eu-LISA (Temporary Agents and Contract Agents) and Seconded National Experts.	Name of the staff members or of the person who occupied the post for a given profile, the empty grade and the current grade.	N/A	N/A	2 years (the budget planning and reporting cycle for the Multilateral Framework)	The Head of the FPU, the Head of the HRU, the Head of the RUC, the Management team of eu-LISA and the eu-LISA stakeholders (European Commission and the Management Board) for the aggregated data (post titles) without the personal data of staff.							
79	01/20/2017	Security Unit	Monitoring application vehicle logs	To ensure the implementation of application-vehicle logs. There are no data processing activities, as the logs are not processed. The logs are only stored and the access to them is limited to the person who generated them.	eu-LISA staff including temporary and seconded national experts, data, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	N/A	30 days for the monitoring period and 30 days to implement the new version of log and to assess performance of SCRM and engine system.	Security Unit, Corporate Service Sector system administrators							
78	01/20/2017	Operations Department	Carrying out maintenance of	Organising carrying out of maintenance activities.	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	N/A	3 years for financial report.	Finance and Budget service and the HR/Operations Department of eu-LISA.							
77	01/20/2017	DPO	DPO Compliance procedure	To allow the data subject who has further personal data processed by eu-LISA to lodge a complaint with the DPO. The procedure is not covered by the Code of Practice. The procedure does not cover rights or complaints to the Code system run by eu-LISA. The procedure also covers any complaint or request should be submitted to the National Authority of the Member State.	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	N/A	General personal data: For the time necessary for handling the complaint and further investigation and an additional 2 year period as a mean of post further investigation is required, unless legal proceedings require keeping them for a longer period of time. Special personal data: The processing of sensitive personal data is not the main objective of the processing activity. Nevertheless, in case special categories of data are submitted along with the complaint, the data will be retained until the complaint is resolved or until the person who submitted the complaint has been notified of the outcome of the processing activity.	Designated eu-LISA staff members. Other persons in the context of a protection request. Data may be transferred to third parties such as the EDPS, the Court of Justice of the European Union, the European Parliament, OLAF and national courts.							
76	01/20/2017	Applications Management and Maintenance	EDAC-4E system patch test	To test the new patch test the basis of the current released version of the European Database.	2 sets of PPT per IRIE collection from 2016 Country National experts in Economic PROs.	Professionals	N/A	N/A	All data that is processed by the Member States is currently protected based from the Central System databases after the end of the study.	eu-LISA and the Contracting (DPO), the competent authorities of the Member States participating in the study.							
75	01/20/2017	DPO	DPO Network meeting registration	Managing the Data Protection Officer Network Meeting that will be held on the 21st of May in the EU or in a third party location.	DPOs, Security DPO or persons assisting in the area of data protection officer (EU) institutions, body or agency, that are not eu-LISA, and seconded national experts, names, having access to eu-LISA database.	Contact details.	N/A	Proximus	1 month after the event.	eu-LISA Data Protection Officer and the team of the Data Protection Officer will handle the registration form. The number of participants and the identity information of any institution is provided and is communicated to relevant services providers without revealing the identity of the participants.							
74	02/20/2017	Resources and Administration Department	Contract renewal - procedure	Contract management, on request of personnel administration.	Temporary staff members of eu-LISA, temporary and contract agents.	Identification data, signature.	N/A	N/A	Data will be retained for 12 years after the termination of the employment contract of the relevant staff member.	HRU						Yes - Article 27.2 c	
73	02/20/2017	Human Resources Unit	Recruitment - Testing of candidates (Practice Testing Test)	Candidate personal data are processed in order to assess the candidate's competence as defined in the relevant notice.	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	Taskforce e.c.a. (Bilalul Hameed, Rajendra Singh, Rajendra Singh)	General personal data: 2 years. After the exam results have been translated into the recruitment file process, the online results will be deleted from the tool. The results however, will be part of the recruitment process as stated in the recruitment process. Special personal data: The processing of sensitive personal data is not the main objective of the processing activity. Nevertheless, in case special categories of data are submitted along with the application, the data will be retained until the applicant has been notified of the outcome of the processing activity.	Designated eu-LISA staff members. Taskforce e.c.a and potential web processors.						Taskforce Check, the service platform used for eu-LISA recruitment purposes (listing of candidates), informed on that personal data of candidates might be processed by sub-processors in the USA, Austria or India. The personal data of each candidate is necessary to ensure that personal data is treated securely. In particular, this means that the personal data will only be transferred to a country that provides an adequate level of protection for the purpose of the processing. When the European Commission has determined that a country provides an adequate level of protection or when the recipient is bound by standard contractual clauses according to conditions provided by the EC (EU Model Clauses).	
72	02/20/2017	Resources and Administration Department	Entry and Departure procedure	Validation rights, government accessions, position/transfer requests, etc.	eu-LISA staff members, Seconded National Experts and interns.	Identification data, career data, contracting data and absence, contracting notice security and presence, contracting pay, allowances and bank account details.	N/A	N/A	10 years or of the termination of employment.	Security Unit members of eu-LISA responsible to provide the information and control the access of eu-LISA.							
71	02/20/2017	Resources and Administration Department	Syner 2 for personal file management	To manage internal staff and external staff (seconded national experts/seconders) to ensure the correct operation of the system. The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders). The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders).	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Personal data of the person who generated the data.	N/A	DSG/DPD	Personal data is stored for the time necessary to fulfil the purpose of collection or further processing. Personal data in Syner 2 is stored until the end of the staff member's activity for the Agency. Certain data need to be stored for a longer period of time as required by national laws and obligations. For more details, please see Privacy Statement for eu-LISA.	The HRU, Persons delegated by a holder of a right of access, Line Managers, Members of Joint Committee.							
70	02/20/2017	Resources and Administration Department	Staff engagement survey and training	To improve staff engagement and retention. The survey is used to identify the most important aspects to focus on related to enhancing staff well-being and to improve staff engagement. The survey is used to identify the most important aspects to focus on related to enhancing staff well-being and to improve staff engagement.	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	Phusion	Personal data is stored for the time necessary to fulfil the purpose of collection or further processing. Personal data in Syner 2 is stored until the end of the staff member's activity for the Agency. Certain data need to be stored for a longer period of time as required by national laws and obligations. For more details, please see Privacy Statement for eu-LISA.	The HRU, Persons delegated by a holder of a right of access, Line Managers, Members of Joint Committee.							
69	02/20/2017	Resources and Administration Department	360 Leadership evaluation approach	To give insight into the performance and the potential of current and future leaders as well as the developmental needs of the staff.	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	Dashline	The use data collected for the purposes of 360 approach will not be shared, only the results of data analysis and the report produced. Data will remain stored for 3 years.	Contracting and potential sub-contractors, Reporting Officer (Executive Director, Head of Departments, Head of Units) and Learning and Development Officer for the leading programmes.							
68	02/20/2017	Resources and Administration Department	eu-LISA Records Management (RMS) - Access - Non/Confidential (MARC/COMP/EX) report and Document Management Team	To ensure the correct operation of the system. The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders). The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders).	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	DSG/DPD	Personal data is stored for the time necessary to fulfil the purpose of collection or further processing. Personal data in Syner 2 is stored until the end of the staff member's activity for the Agency. Certain data need to be stored for a longer period of time as required by national laws and obligations. For more details, please see Privacy Statement for eu-LISA.	Designated eu-LISA staff members.							
67	02/20/2017	Operations Department	TEST/ANG Authorized Callers list	To have the contact points (TEST/ANG Authorized Callers) on Member States and eu-LISA staff who are authorised to contact the Agency in case of emergency. Includes names, contact details, etc.	Member States and eu-LISA staff members identified as TEST/ANG Authorized Callers.	Contact details.	N/A	TEST/ANG SOC	The data are retained for the period of the contract duration.	eu-LISA Service Desk and Network Sector Staff, Security Sector Staff and TEST/ANG SOC Staff							
66	02/20/2017	Applications Management and Maintenance	ES Lab/End usage risk evaluation	To ensure the correct operation of the system. The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders). The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders).	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	N/A	All data that is processed by the Member States is currently protected based from the Central System databases after the end of the study.	eu-LISA and competent authorities of the Member States participating in the study.							
65	02/20/2017	Security Unit	Management of the Emergency number - log and events	To ensure the correct operation of the system. The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders). The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders).	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	Securix France SAS	The data is being stored for 1 year to allow the need to investigate any related security incidents. Data will be stored for the time necessary to fulfil the purpose of collection or further processing. Personal data in Syner 2 is stored until the end of the staff member's activity for the Agency. Certain data need to be stored for a longer period of time as required by national laws and obligations. For more details, please see Privacy Statement for eu-LISA.	Designated eu-LISA staff members.						Yes - Article 27.2 a	
64	02/20/2017	Resources and Administration Department	Setting the objectives for the following year - staff	Setting the individual objectives for the relevant period (year) in accordance with the Annual Work Programme of eu-LISA and the strategic objectives of the Agency.	Staff members of eu-LISA (Temporary Agents and Contract Agents) and Seconded National Experts.	Identification data, a signed form for setting the objectives for the staff members.	N/A	N/A	2 years (the same as for the approval related documentation)	The staff members about their own data, managers of eu-LISA for their subordinates, the HRU staff responsible for handling the respective information.							
63	02/20/2017	Resources and Administration Department	eu-LISA Learning Management System (LMS)	The purpose is to digitalise learning content, making it accessible and available at any time.	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	N/A	The data related to Learning and Development are stored in accordance with the DPO's notifications already provided.	DSG							
62	02/20/2017	Resources and Administration Department	Notification on the Competency framework	To ensure the correct operation of the system. The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders). The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders).	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	Formax PMP	The data will be stored until the lifespan and on the Competency Framework model development (currently January 2017).	HRU/Forms							
61	02/20/2017	Resources and Administration Department	Notification on the presence absence note	Putting absence in a public register (presence absence note) allows the managers and staff members to be notified in real time of the absence of staff members.	Staff members of eu-LISA (Temporary Agents and Contract Agents) and Seconded National Experts, National Experts, interns and the external service providers working in the premises of eu-LISA (third parties).	Identification data, the presence or absence indication.	N/A	N/A	2 years.	eu-LISA staff members and external service providers who have access to the respective site of the Agency's internet.							
60	02/20/2017	Resources and Administration Department	Notifications on Alerts	To ensure the correct operation of the system. The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders). The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders).	Staff members of eu-LISA.	Name, surname and contact details of the person who generated the data.	N/A	N/A	The data related to the employment of eu-LISA (general administrative matters), the data related to specific HR processes (suppliers recruitment, internal recruitment, absence, training and development, etc.) are stored for 1 year (training) and 2 years (suppliers and recruitment).	The Data Protection Officer, the Data Protection Officer and the Internal Auditor in accordance with the request access rights granted.							
59	02/20/2017	Operations and Infrastructure Unit	Tests/RD Project tests	To ensure the correct operation of the system. The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders). The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders).	Member States and eu-LISA staff members identified as TEST/ANG Authorized Callers.	Contact details.	N/A	N/A	The data are retained for the period of the contract duration.	eu-LISA Service Desk and Network Sector Staff, Security Sector Staff, TEST/ANG SOC Staff, Home Staff responsible for the communication infrastructure contacts.							
58	02/20/2017	General Coordination Unit	Video meeting notes compilation	To ensure the correct operation of the system. The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders). The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders).	Staff members of eu-LISA Headquarters.	Name, surname and signature.	N/A	N/A	1 month.	Communication and Information Assistant.							
57	02/20/2017	General Coordination Unit	DPO report presentation/ updated by intern	To ensure the correct operation of the system. The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders). The system is used for managing the recruitment process and the management of the internal staff and external staff (seconded national experts/seconders).	eu-LISA staff including temporary and seconded national experts, names, having access to eu-LISA database.	Name, surname and contact details of the person who generated the data.	N/A	N/A	The data is being stored for 1 year to allow the need to investigate any related security incidents. Data will be stored for the time necessary to fulfil the purpose of collection or further processing. Personal data in Syner 2 is stored until the end of the staff member's activity for the Agency. Certain data need to be stored for a longer period of time as required by national laws and obligations. For more details, please see Privacy Statement for eu-LISA.	Designated eu-LISA staff members.							
56	01/20/2017	Applications Management and Maintenance	EDAC-4E system patch test	To test the new patch test the basis of the current released version of the European Database.	2 sets of PPT per IRIE collection from 2016 Country National experts in Economic PROs.	Professionals	N/A	N/A	All data that is processed by the Member States is currently protected based from the Central System databases after the end of the study.	eu-LISA, the competent authorities of the Member States participating in the study.							

Row	Start Date	End Date	Department	Activity	Description	Responsible Party	Frequency	Start Date	End Date	Duration	Location	Notes	Other	Comments
1	01/01/2016	10/01/2016	General Coordination Unit	Development and implementation of security measures	The purpose of this activity is to ensure the implementation of security measures in accordance with the requirements of the EU-LISA Regulation.	EU-LISA staff members	1 year			1 year				
2	01/01/2016	11/01/2016	Security Unit	Security Unit	The purpose is to ensure the ability to connect the individual Security Officers Network (SON) to the central system of the Security Officers Network (SON).	SON meeting participants, who are security officers	1 year			1 year				
3	01/01/2016	31/03/2016	Resource and Administration Department	Human resources	For the creation and handling of issues in regards to user reported incidents, problems and service requests.	Personnel who assist with to investigate IT/ICT related issues	12 years			12 years				
4	01/01/2016	29/03/2016	Security Unit	Leave Passes	To facilitate the issuing authority (the European Commission) with necessary information for processing and allowing the EU-LISA document. Only the applicants who have the head of EU-LISA's approval have access to the data. The data approval for application for the EU-LISA document is compulsory for granting the document (not subject to a check).	Staff members (Temporary and Contract Agents) and SMOs where the manager of EU-LISA is not present.	1 year			1 year				
5	01/01/2016	25/03/2016	Security Unit	Security Unit	The access control system helps to control the access to eu-LISA premises, ensuring the security and the safety of personnel, information and data. It comprises other components such as the video surveillance system, card access control, and the fire alarm system. The access control system is a physical access control system, which includes: perimeter controlled physical access and security incidents in areas under surveillance. The access control system also provides a tool for access control in order to ensure appropriate emergency response.	Other individuals working for eu-LISA, Contractors, business, business, agencies, Member States representatives, Commission staff, including visitors, contractors, employees	1 year			1 year				
6	01/01/2016	18/03/2016	Security Unit	IT Policy Review Log analysis	To monitor the IT policy review log analysis for security related monitoring and assessments.	EU-LISA staff members who are using the IT policy review log analysis	1 year			1 year				
7	01/01/2016	08/03/2016	Resource and Administration Department	Job Feedback	To gather feedback on performance appraisals, ensuring fair terms, especially where the manager does not have direct, firsthand knowledge of worker's performance.	EU-LISA staff members	1 year			1 year				
8	01/01/2016	09/03/2016	Resource and Administration Department	Competency Framework	To provide the staff with guidelines of the skills and capabilities required to grow professionally.	All staff members of eu-LISA and SMOs	1 year			1 year				
9	01/01/2016	18/03/2016	Resource and Administration Department	Special Furniture and medical recommendations	To purchase special furniture for staff due to their medical condition.	Staff members of eu-LISA, Seconded National Experts (SNE)	1 year			1 year				
10	01/01/2016	28/01/2016	Corporate Services Unit	Management of the relations with eu-LISA	The purpose of the processing of personal data is allowing the eu-LISA staff member going on mission to register the mission order as well as to update the expenses incurred in order to claim the back reimbursement.	Staff members of eu-LISA, Other individuals working for eu-LISA (Contractors, business, business, agencies)	1 year			1 year				
11	01/01/2016	28/01/2016	Operations Department	Managing Service Desk operations	To facilitate the way of working as a team to meet the operational objectives and to guarantee the best level of customer and administrative satisfaction as well as the operational competency.	EU-LISA Service Desk operators	1 year			1 year				
12	01/01/2016	20/01/2016	Budget and Finance	Financial Management of the Project	Administrative processing of financial information provided by PMO for their encoding in the SMO's internal accounting software.	Agency's voluntary staff receiving salaries of allowances for the Agency	3 years			3 years				
13	01/01/2016	19/01/2016	Resource and Administration Department	VAT Register	To maintain the eu-LISA staff members, SMOs and family members entitled to relief of the tax on the purchase of goods during the four year of the staff member appointment in eu-LISA.	EU-LISA staff members, SMOs and family members living part of the household in the Member State of origin for the purchase of goods	3 years			3 years				
14	01/01/2016	11/01/2016	Security Unit	eu-LISA Key Management System (KMS)	The purpose of processing the personal data is part of using the Key Management System (KMS) program for eu-LISA. This data is used to generate, store, manage and distribute the keys for the use of the hardware of use for both security investigations and monitoring of the access to the data stored in the system.	EU-LISA voluntary staff Other individuals working for eu-LISA (Contractors, business, business, agencies, Member States representatives, Commission staff, including visitors, contractors, employees)	1 year			1 year				
15	01/01/2016	07/01/2016	Resource Support and Stakeholder Relations Unit	Organization of the Advisory Group, Working Group and Cooperation Group (Internal and External meetings)	The purpose of the processing operation is related to the organization of the Advisory Group, Working Group and Cooperation Group (Internal and External meetings).	EU-LISA voluntary staff Stakeholders of eu-LISA, including Member States representatives, Participants of the meeting, Advisory Group and Working Group Members attending to the meeting, Contractors staff data, for the processing of working sessions in the premises	1 year			1 year				
16	01/01/2016	07/01/2016	Executive Support and Stakeholder Relations Unit	Organization of the Management Board meetings (Internal and External meetings)	The purpose of the processing operation is related to the organization of the Management Board meetings, at eu-LISA Management Board (Internal and External meetings) and Support Staff's employees involved in the Management Board which is operating at eu-LISA.	EU-LISA voluntary staff Stakeholders of eu-LISA, including Member States representatives, Participants of the meeting, Advisory Group and Working Group Members attending to the meeting, Contractors staff data, for the processing of working sessions in the premises	1 year			1 year				
17	01/01/2016	07/01/2016	Executive Support and Stakeholder Relations Unit	Article 21 - public hearing	To comply with the provisions of Article 21 of the establishing regulation of the Agency, the Agency Director shall ensure that the Agency Director members are able to meet in person with the public in order to discuss the Agency's activities and to ensure that the Agency's activities are transparent to the public.	EU-LISA voluntary staff Stakeholders of eu-LISA, including Member States representatives, Participants of the meeting, Advisory Group and Working Group Members attending to the meeting, Contractors staff data, for the processing of working sessions in the premises	1 year			1 year				
18	01/01/2016	25/03/2016	Security Unit	Video images of eu-LISA premises	The video-surveillance system helps control access to the Agency's buildings and helps ensure the security, safety and well-being of eu-LISA staff members and visitors in general, as well as property and information located in critical areas.	EU-LISA voluntary staff Other individuals working for eu-LISA (Contractors, business, business, agencies, Member States representatives, Commission staff, including visitors, contractors, employees)	1 year			1 year				
19	01/01/2016	04/12/2015	Resource and Administration Department	Staff Entitlements Administration	To establish and manage the staff members' individual rights and entitlements, taking into account the eu-LISA staff members' individual rights and entitlements.	EU-LISA voluntary staff members	1 year			1 year				
20	01/01/2016	16/08/2017	Security Unit	Monitoring of the exchange of the keys of eu-LISA	To ensure the implementation of the specific security measures concerning the processing of the keys of eu-LISA, in order to identify potential security risks associated with the keys of eu-LISA and to ensure the exchange of the keys of eu-LISA.	Staff members (including temporary and contractual agents, SMOs, external) having access to eu-LISA's internal system	1 year			1 year				
21	01/01/2016		Security Unit	Access Control to Tables premises via tables	To ensure the implementation of the specific security measures concerning the processing of the keys of eu-LISA, in order to identify potential security risks associated with the keys of eu-LISA and to ensure the exchange of the keys of eu-LISA.	Staff members (including temporary and contractual agents, SMOs, external) having access to eu-LISA's internal system	1 year			1 year				
22	01/01/2016	30/07/2016	Resource and Administration Department	Leaves and Absences management	Management of annual, special and sick leave.	Staff members of eu-LISA, Seconded National Experts (SNE) and SMOs	1 year			1 year				
23	01/01/2016	09/10/2016	Resource and Administration Department	Annual medical check-up	Implementation of the annual medical check-up, based on the approval of the Medical Service of the EC.	Staff members	1 year			1 year				
24	01/01/2016	16/08/2017	Resource and Administration Department	Fit Program	Creating reimbursement for eu-LISA staff sport activities.	Staff members of eu-LISA and Seconded National Experts	1 year			1 year				
25	01/01/2016	02/03/2016	Resource and Administration Department	Learning and Development	Managing of training requests and training activities for eu-LISA staff.	EU-LISA staff members (Temporary, Contract, External, Internal and external agents)	1 year			1 year				
26	01/01/2016	02/03/2016	Resource and Administration Department	Administrative Files	To manage the information collected about the staff at a final stage of recruitment process and during the employment.	Staff members of eu-LISA, Seconded National Experts (SNE) and SMOs	1 year			1 year				

