EU-LISA

PROTECTION OF YOUR PERSONAL DATA

**This privacy statement provides information about
the processing and the protection of your personal data**

1. Introduction

The European Union Agency for the Operational Management of Large-Scale IT Systems (eu-LISA) is committed to protect your personal data and to respect your privacy. eu-LISA collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data

The information in relation to processing operation *"Personnel administration (previously called "Administrative files")"* undertaken by Human Resources Unit is presented below.

2. Why and how do we process your personal data?

Human Resources Unit (HRU) collects and uses your personal information to manage professional relationship between the staff member (Temporary Agent or a Contract Agent), Seconded National Expert or an intern under the terms of the contract/agreement signed with the Agency and the PMO. It facilitates functioning of the Agency and its Human Resources Management from the moment of selecting a suitable candidate for a post in eu-LISA to the termination of his/her career, as well as pensioners, thus ensuring the effective and efficient management of the Human Resources related daily information processing and compliance with the Staff Regulations, CEOS and implementing rules.

Personnel administration covers the following processes (this is not an exhaustive list), and consequently, purposes of processing activities:

1. Defining organizational structure of the Agency, posts and jobs, and statutory links between them, vacancies, related job descriptions, staff lists and directories etc.,
2. Entry and exit procedure of staff members, Seconded National Experts (SNEs) and interns,
3. Facilitating Internal, inter-agency and inter-Institutional mobility of staff,
4. Career management (engagement contracts and job assignments, mobility, deployment and re-deployment etc.),
5. Time and leave management including shift work and stand-by duty etc.,
6. Management of individual rights, benefits, payroll, reimbursement of expenses etc.,
- Newcomer – PMO (Payment Master Office, central UNIT) is notified by File Manager,
- Report from PMO is received through SAP Business Objects (data base accessible at EUI level, access only to the data related to the eu-LISA staff, access only

to HRU personnel dealing with payroll) the payslips are extracted from this data base (PDF),
- *Data is verified by HRU/ checks/ until payroll closure day,*

7.   Supporting implementation of the staff evaluation and reclassification system,
8.   Facilitating the matching process between jobholders and job vacancies,
9.   Coordinating and facilitating medical examinations of the staff members and related entitlements,
10.   Coordinating or contributing to the administrative processes in the domain of ethics: processing declarations of interest and conflict of interest, administrative inquiries, disciplinary proceedings, requests for approval of outside activities etc.,
11.   Facilitating internal communication towards different target groups according to their functions or centres of interest as decided by the Agency,
12.   Providing statistics and reports built on the staff data processed by the HRU and in particular Personnel Administration Sector (PERS).

Processing is performed with the use of emails (content), documents and forms that are filled in and saved, staff related databases in Excel format and checklists, with the use of processing IT applications, namely Sysper2, NAP, RETO, InfoView, SharePoint, Ares, payroll and payslips applications etc.

Several of the above listed purposes for processing activities may fall within the scope of other eu-LISA Records of personal data processing activities, that should be consulted for further information.
Your personal data will not be used for an automated decision-making including profiling.

Your personal data processed may be reused for the purpose of procedures before the EU Courts, national courts, or the European Court of Auditors.

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in eu-Lisa, including because it is necessary for the management and functioning of the Agency (i.e., management of the Human Resources related daily information), in particular, based on the following legal acts:

- *Staff Regulations (the SR), CEOS, implementing rules to the SR, in particular, article 26,*

- *REGULATION (EU) 2018/1726 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 14 November 2018 on the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA), and amending Regulation (EC) No 1987/2006 and Council Decision 2007/533/JHA and repealing Regulation (EU) No 1077/2011, in particular, article 28.*

Based on Article 31(1) 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.

4. Which personal data do we collect and further process?

In order to carry out this processing operation Human Resources Unit collects the following categories of personal data:

•   Name, contact details and affiliation (e.g. address, first name, surname, e-mail, phone number, citizenship),
•   Image, audio (e.g. pictures, ID photo, CCTV record, video/audio recording),
•   Details on education, expertise, profession of the person (e.g. CV, trainings),
•   Economic and financial details (e.g. bank account details, expenses, reimbursements),
•   Family, lifestyle and social circumstances.

In particular :

•   Basic administrative information: name and surname, gender, nationality, address, contact details (telephone and/or email address), personal status, family composition, date & place of birth, contact person, etc.,
•   Digital business photograph,
•   Data related to acquired education and professional experience: name of educational entity, acquired education level and the received diplomas, names of former employers, function held, duration of contracts, language skills, etc.,
•   Information contained in the Declaration of Interest on the interests held,
•   Data related to experience acquired at eu-LISA and used in the staff data bases including payroll lists, Sysper2, staff lists, or documents processed by Personnel Administration Sector (PERS):
-       Organisational structure - data to identify a place of a jobholder within the Agency organisational structure and the hierarchical links between the different jobholders, posts, and their status,
-       Data covering contractual aspects between the Agency and staff (recruitment, internal mobility processes, job assignments, administrative status and career, end of service). This includes working status, personnel number, PerID number, NUP number, type of contract, name of a team, sector, unit, department as applicable, duration of post, status of posts, number of a post, number of a job, duration of a contract, professional contact data, job assignments, bank account number, etc.,
-       Content of personal file for inter-agency mobility,
-       Career management documents and decisions of the Appointing Authority, including once issued under the signed SLAs; issuing employment related certificates: historic data on the carrier development and allows for manual or automatic issuance of employment related certificates,
-       Time Management: data relating to the working schedules, leave and absence, including a reason for an absence, recorded working hours, accumulated time credits/debits and relevant comments related to hours worked,
-       Data concerning rights to the individual entitlements, including data of family staff members (name, date of birth, address and contact data, information on income of a spouse or recognized partner, education in case of children, bank account number in case of a direct payment),
-       Data contained in the probation report, appraisal report, reclassification decision etc,
-       Data on acquired skills, in particular knowledge of the 3rd language, training certificates etc,
-       Contact data to staff, function, and work arrangements for coordinating medical examinations, attestation of a medical visit attendance, medical opinions without a diagnosis issued for the purpose of recruitment and confirmation in function or specific entitlements,
-       Contact data and information on the career status and any other information for completing an administrative file in the domain of ethics,
-       Any additional information gathered in connection with complaints, requests, administrative inquiries, disciplinary proceedings, formal or informal anti-harassment procedure, reports filed via internal whistleblowing channels in relation to the prevention of fraud, where this information is adequate, relevant and necessary for the purposes for which it was gathered and is relevant for the personal file of a person concerned.

-   Providing information requested by other services <please give examples> to perform their work at eu-LISA, mainly staff name, function or job, contract type, contract duration, gender, nationality, grade, personnel number or NUP number, professional contact data etc.
-   For Human Resources related analytics, dashboards and reports on staff, prepared manually and with use of Sysper2 or used databases for the purposes of annual reports and Management.

Processing the abovementioned data might mean keeping a record of the electronic or paper copy of the documents containing such data (for example a copy of the ID card).

With the implementation of the Human Resources IT tool Sysper II staff members are able to introduce their personal data in corresponding personal file by themselves when it comes to information concerning their contact data (telephone number, address etc.).

The data is provided by the staff members themselves or from their hierarchy and the Appointing Authority/Authority Authorised to Conclude Contracts of Employment (like evaluation reports, decisions etc.), the Human Resources Unit members (notes to file) or representatives of the relevant services like the Medical Service or the PMO.

All documentation from personal file are registered and easily accessed by data subjects so they can correct the information or request its correction where the data is entered by the HR staff. All the documents processed are in line with the SR and the CEOS.
Where possible, systems are interconnected or the databases are cross-checked to ensure data accuracy.

For more details on the data being processed please consult corresponding eu-LISA Records of processing activity.

5. How long do we keep your personal data?

Human Resources Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for personal data is stored until the end of the staff member's activity for the Agency. Certain data might need to be conserved for a longer period if they are related to subsisting rights and obligations, such as pension rights. Those data are relating to the personal file and have a retention period of 8 years after the extension of all rights of the staff member concerned and of any dependant, and for at least 100 years after the date of birth of the person concerned.

Retention period of specific documents processed by PERS is included in CRL (Common Retention List) of eu-LISA.

 After that period the file may be transferred to the Historical Archives.

When determining the maximum retention periods, the Agency takes also into account possible legal recourses, legal, auditing, archiving and reporting obligations.

6. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to eu-LISA staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The following individuals or groups at eu-LISA are recipients of a combination of personal data processed in accordance with their needs and access rights:

• A job holder (person concerned),

• Persons authorised by the Agency to process personal data needed to carry out activities strictly related to the purposes described above, who have undertaken an obligation of confidentiality or are subject to an appropriate legal obligation of confidentiality (e.g., members of the Human Resources Unit - HRU).

• Hierarchical superiors (for example to plans of work, time record, working status etc.) of a job holder and all staff members (for example to organisational chart, presence/absence table, a contact directory within eu-LISA) to the extent related to their work and in order to assure a proper functioning of the Agency,

• Members of Joint Committee, Joint Reclassification Committee, members of the Legal Service Sector, members of the investigation team within the scope of received mandate.

The following individuals or groups outside eu-LISA are recipients of a combination of personal data processed by PERS upon request or within access rights:

• Public entities, bodies or authorities, including other Union institutions or bodies, to which personal data may be disclosed, in accordance with Union or Member State law, or on the basis of binding orders from those entities, bodies or authorities,

• Operational services in European Commission (DG HR and the PMO) have access to the specific data they need to fulfil their human resource management tasks within the scope of signed Service Level Agreements (SLAs), for example to allow the Agency to assess employment/training requirements (such as third language proficiency) to perform its obligations as employer,

• Medical Service contracted by eu-LISA within the scope of the signed agreement or contract and without processing information to health (diagnosis).

• Candidates and applicants to positions within the Agency, where you are a member of the Selection Committee,

• External consultants and experts within the scope of signed contract, agreement or mandate,

• EU agencies and in particular its network (EUAN) for fulfilling its mandate and tasks in cooperation with eu-LISA (mainly contact data and anonymized reports),

• External Service Providers in order to contact staff of eu-LISA responsible for managing specific contracts and providing service to the Agency and its staff,

• In order to allow for internal communication, certain data (name, administrative address, telephone number, email and overall description of the post held) shall be made available to the Agency and the Commission staff. The data is also published on the Intranet (for internal use) and Internet to allow communication between the outside world and eu-LISA,

• Data can also be transferred for specific purposes of control to the auditing or inquiring bodies like the Internal Auditor of eu-LISA, Legal Officers, OLAF or the Court of Auditors, the EDPS etc. in respect of the provisions of the Regulation (EC) N° 1725/2018,

• In order to ensure the transparency of its organization and functioning, the name, forename, description of the post and the organizational unit relating to management

personnel may be transferred to the OPOCE IDEA database for publication in the EU inter-institutional directory "WhoisWho" (i.e. a public directory of staff and members at all EU institutions, bodies and agencies published to promote the transparency of the institutions and to enable European citizens and persons or organisations interested in European affairs to find contact person). For more information related to "EU Whoiswho" and corresponding privacy please consult European Commission corresponding record of processing activity: https://ec.europa.eu/dpo-register/detail/DPR-EC-00447.

The Agency will only disclose information to third parties if that is necessary for the fulfilment of the purpose(s) identified above.

7. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor.

8. Contact information

- **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, eulisa.hr.personal.data@eulisa.europa.eu.

- **The Data Protection Officer of eu-LISA**

You may contact the Data Protection Officer (dpo@eulisa.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.