

3	0002014	0002014	Application Management and Maintenance	euTIME activities module Finalized	To generate the relevant activities figures based on activities	Executive Director, Heads of Department, Heads of Unit, Team Coordinators, possibly also for the Team Members	Personnel logs and names, which is combined with euTIME	N/A	N/A	euTIME module, made in early using the data provided in euTIME and according to the relevant policies for the euTIME data	Line Managers	None	No		
2	0002014	23092014	Application Management and Maintenance	euTIME Finalized	To register the activities of the internal eu-LISA staff	eu-LISA personnel	Log-in Name, First Name, Corporate Email addresses, for management purposes collected Department, Annual data in the DD category, Department data in the DD category, Specifics for activity recording collected activity information by project (Service, type of activity, Year, etc)	N/A	N/A	To make users (and their activity) that were disabled since more than 1 year, to show activity for more than 2 year, to archive activities since more than 1 year	Executive Director, Heads of Department, Heads of Unit, Team Coordinators, Team Members	None	No		
1	0002014	0002014	Corporate Services Unit	EU Login activities creation Finalized Creating LISA activities for the eu-LISA Staff	The creation of EU Login activities creation is to allow additional eu-LISA users to receive a wide range of European Commission's information systems or services (Support 4, E.U. Learn, MyInformation, etc.), using a single email address and password called "Single Sign-On"	eu-LISA internal staff, Other stakeholders working for eu-LISA (contractors, vendors, suppliers, contractors of eu-LISA)	The Staff members, IDs, and names, First and last name, Pseudo personal number and contact point and end dates are sent to Corporate ICT Service Desk Team by eu-LISA HR Unit, when necessary information is provided in the HR system by HR Unit for the generation of a Pseudo ID (this includes processing of both data of the hierarchy - personnel). User account and email addresses are created in the Corporate ICT Service information system. Active Directory is also used for the purpose. Date and last name, Pseudo number, JobTitle and start and end dates of the signed employment contracts are transferred to Support 4 by the eu-LISA HR System team. For information: If needed for performing their duties, the hierarchy of the data subject requests the creation of an EU Login, according to the data subject's provided by their own log name. The type of employment is indicated from the telephone number, date in the eu-LISA HR System, from the existing registration of the data subject, which is then used for providing the user data. Corporate ICT Service Desk Team registers the person in European Commission HR system, providing the generation of a Pseudo personal number which is used for the creation of the EU Login account. User account name, email address and is created in the Corporate ICT Service information system. Active Directory is also used for this purpose. The date and end date of the contract are provided by the External Support Team in the Finance and Personnel Unit when processing the entry or subsequent contract. First and last name, Pseudo number, JobTitle and date and end date of the signed contract are then provided to eu-LISA HR Unit Support team for Support 4 registration.	N/A	N/A	As long as the relevant data is accessible with eu-LISA internal profiles of eu-LISA hierarchy. Personal data are stored for the duration of the data subject with eu-LISA and is deleted from the internal Page and updated to COMET portal, making the data from COMET within a 2-month period after the end of the contractual relationship of the data subject.	eu-LISA Corporate ICT Service Desk team members, eu-LISA HR Unit Support team members, European Commission HR Unit and COMET services	None	No		