

# EUISS record of processing activity

## Appeals procedure

1	Last update of this record	30/11/2020
2	Reference number	ADM-013
3	Name and contact details of controller	European Union Institute for Security Studies 100, avenue de Suffren F-75015 Paris France +33 1 56 89 19 30  Responsible department or role: Head of Administration and Personnel of the EUISS  Contact form for enquiries on processing of personal data to be preferably used: <a href="https://www.iss.europa.eu/contact">https://www.iss.europa.eu/contact</a>
4	Contact details of the DPO	<a href="https://www.iss.europa.eu/contact">https://www.iss.europa.eu/contact</a>
5	Name and contact details of joint controller (where applicable)	Not applicable
6	Name and contact details of processor (where applicable)	Not applicable
7	Description and purpose of the processing	The staff regulations provide for the possibility for staff members to contest administrative decisions affecting them individually. A specific procedure in stages is put in place, eventually involving the EUISS Mediator and the Appeals Board. When an appeals procedure is ongoing, an ad hoc file is created and managed until the final settlement of the dispute. The legal basis of the processing operation are:

		<ul style="list-style-type: none"> <li>- the EUISS Staff Regulations (Council Decision 2016/1182/CFSP of 18 July 2016 concerning the Staff Regulations of the European Union Institute for Security Studies);</li> <li>- the Rules of Procedure of the EUISS Appeals Board (19 November 2014).</li> </ul>
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>All persons to whom the EUISS Staff Regulations apply.</p> <p>Data processed:</p> <ul style="list-style-type: none"> <li>- Surname, first name, date of birth, job title;</li> <li>- All documents and registered facts constitutive of the appeals file (both the complainant's and the EUISS');</li> <li>- All formal communication (e-mails, letters) regarding the appeal;</li> <li>- Decisions of the Appeals Board which include a summary of the hearing and stating the grounds on which they are based.</li> </ul>
9	Time limit for keeping the data	Appeals files are kept without time limitation in the archives of the Secretary of the Appeals Board.
10	Recipients of the data	The Director, the Secretary of the Appeals Board, the members of the Appeals Board, the Legal Adviser of the EUISS and the lawyers of the EUISS (if external legal assistance is requested).
11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12	General description of security measures	<p>Appeals files are managed and archived by the Secretary of the Appeals Board in electronic folders where access is controlled or physical folders in locked cupboards.</p> <p>The EUISS has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus) to ensure a level of security</p>

		appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.
13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Additional information is available by following the link to privacy statement <a href="#">here</a> (link to privacy statement).