



## EUISS record of processing activity

### Appointment of Appeals Board Members and Auditors

1	Last update of this record	20/11/2020
2	Reference number	ADM-015
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 establishment of an Appeals Board before which staff members may contest administrative decisions affecting them individually. Specific rules concern the appointment and mandate of the members of the Appeals Board; The financial rules provide for the establishment of a College of Auditors responsible for the yearly financial audit of the EUISS. Specific rules concern the appointment and mandate of the Auditors;

		<p>The legal basis of the processing operation are:</p> <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 EUISS Financial Regulations (Council Decision on the Financial Regulations applicable to the general budget of the European Union Institute for Security Studies - 27 July 2015).</li> </ul>
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>Persons qualifying for the role of members of the EUISS Appeals Board and members of the College of Auditors;</p> <p>Data processed:</p> <ul style="list-style-type: none"> <li>- Surname, first name, nationality, CV, e-mail address, telephone number; duration of mandates.</li> </ul>
9	Time limit for keeping the data	<p>The identity, nationality, CVs and duration of mandates of members of the Appeals Board and Auditors are integrated into the EUISS Board Decisions which are kept without time-limitation;</p> <p>The contact details of the members of the Appeals Board and Auditors are kept for the duration of their mandate only.</p>
10	Recipients of the data	<p>Until their appointment, only the Director, the Head of Administration and Personnel, the Finance Officer (Auditors) and all members of the EUISS Board;</p> <p>During their mandate, the identity of the Members of the Appeals Board and Auditors is available to all EUISS employees (Intranet).</p> <p>The contact details of the Members of the Appeals Board and Auditors are accessible by the Head of Administration and Personnel, the Secretary of the Appeals Board and the Finance Officer (Auditors).</p>



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>The data are kept in the Admin Share.</p> <p>During their mandate, the identity of the Members of the Appeals Board and Auditors is also published on the Intranet.</p> <p>The EUISS has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus) to ensure a level of security 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.</p>
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).