

# EUISS record of processing activity

## Appointment of the Secretary of the Appeals Board

1	Last update of this record	10/12/2020
2	Reference number	ADM-018
3	Name and contact details of controller	<p>European Union Institute for Security Studies 100, avenue de Suffren F-75015 Paris France +33 1 56 89 19 30</p> <p>Responsible department or role: Head of Administration and Personnel of the EUISS</p> <p>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></p>
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	<p>The staff regulations provide for the appointment of a Secretary to assist the Appeals Board.</p> <p>The legal basis of the processing operation is:</p> <p>- 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).</p>

8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>EUISS staff member qualifying for the role of Secretary of the Appeals Board;</p> <p>Data processed:</p> <ul style="list-style-type: none"> <li>- Surname, first name, contact details.</li> </ul>
9	Time limit for keeping the data	The identity of the Secretary of the Appeals Board is kept without time-limitation.
10	Recipients of the data	<p>The identity of the Secretary of the Appeals Board is available to all EUISS employees (Intranet).</p> <p>The identity and contact details of the Secretary of the Appeals Board are shared with the President of the Appeals Board.</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 his/her mandate, the identity of the Secretary of the Appeals Board 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="#"><u>here</u></a> (link to privacy statement).
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