EUISS record of processing activity

Establishment of the EUISS Staff Committee

1	Last update of this record	11/12/2020
2	Reference number	ADM-020
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: https://www.iss.europa.eu/contact
4	Contact details of the DPO	https://www.iss.europa.eu/contact
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	To organise the establishment of the EUISS Staff Committee. The legal basis of the processing operation are: - 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); - the Decision on the EUISS staff Committee (EUISS(2019)/DEC/12).

8	Description of categories of persons whose data the EUISS processes and list of data categories	Data subjects: All EUISS staff members eligible to the Staff Committee. Data processed: Before the elections: Surname and name of staff members having the right to vote and surname and name of staff members having the right to be candidates. If a ballot takes place, number of votes obtained by each candidate. After the elections: Surname, name and duration of mandate of elected representatives.
9	Time limit for keeping the data	Data necessary for the organisation of elections are kept until the election is completed. Data on elected representatives are kept for the duration of each mandate.
10	Recipients of the data	All EUISS staff members.
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	Information necessary for the organisation of the elections is sent by e-mail to the outgoing representatives by the Head of Administration and Personnel; The report on the conduct of the elections and the list of the elected Staff Committee representatives is stored in Admin Share.

		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.
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 here (link to privacy statement).