



EUISS record of processing activity Financial Transactions

1	Last update of this record	20/11/2020
2	Reference number	FIN-001
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: Financial Officer 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)	N/A
6	Name and contact details of processor (where applicable)	N/A
7	Description and purpose of the processing	This process is part of the budget implementation for the EUISS. In order to process a payment the EUISS requires the vendors to provide their bank details either on the vendor's invoice or by filling-in a Financial Identification Form. EUISS staff members are also categorised and treated as vendors in the financial system.

8	Description of categories of persons whose data the EUISS processes and list of data categories	Data subjects are all individuals and legal entities that have or will have a financial relation with the EUISS. The following data is being processed: Vendor's name, bank name and address, bank account number and currency.
9	Time limit for keeping the data	Data is kept in hard copy for 5 (five) years and stays registered in the financial system for 10 (ten) years. These periods are stipulated in the EUISS Financial Regulations adopted by the EUISS Board.
10	Recipients of the data	The EUISS Financial Officer, Financial Clerk, Auditors.
11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12	General description of security measures	Physical data is stored in the locked cupboards in the offices of the Financial Officer and/or the Financial Clerk. Electronic data is stored in the Financial system of the EUISS. Each EUISS staff member has its own credentials (username/password) for accessing the system.
13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	https://www.iss.europa.eu/content/data-protection-privacy-statements