

## EUISS record of processing activity

### Issuance of EU Laissez-Passer

1	Last update of this record	13/10/2020
2	Reference number	ADM-010
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)	<p>European Commission (<i>Laissez-Passer</i> Service)  <a href="https://ec.europa.eu/info/about-european-commission/contact_en">https://ec.europa.eu/info/about-european-commission/contact_en</a></p>
7	Description and purpose of the processing	<p>To facilitate the duty travelling formalities of EUISS staff, the EUISS may request the issuance of EU Laissez-Passer to the relevant services of the EU Commission.</p> <p>The legal basis of the processing operation is:</p> <ul style="list-style-type: none"> <li>- the EUISS founding decision (Council Decision 2014/75/CFSP of 10 February 2014 on the European Union Institute for Security Studies);</li> </ul>

8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>Contract and Temporary Staff members travelling on duty at a pace/ to places justifying at the discretion of the Director the issuance of an EU Laissez-Passer in order to facilitate their duty travelling formalities;</p> <p>Name, surname, date of birth, place of birth, nationality, employment status, length of employment contract, job title, copies of national ID documents, photos, biometrical data (fingerprints).</p>
9	Time limit for keeping the data	Copies of the nominative requests and accompanying forms are kept in the individual personnel files until the issuance of the EU Laissez-Passer. When issued, copies of the EU Laissez-Passer are kept in the individual personnel files. Personnel files are kept for the duration of employment and up to two years following the end of employment.
10	Recipients of the data	<p>The Director, the Head Administration and Personnel, the HR Coordinator;</p> <p>The Finance Officer and the Financial Clerk (name and surname only for invoicing purposes);</p> <p>The European Commission Laissez-Passer Service.</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 communication of data is made by personal delivery of the physical files by authorised EUISS agents to the relevant services of the EU Commission. The retrieval of issued EU Laissez-Passer is made in person by the same authorised EUISS agents or by the staff members concerned themselves.</p> <p>The documents inserted in the physical personnel files are stored in a locked cupboard with restricted access in the HR Coordinator's office.</p>

		<p>Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.</p> <p>Policies and guarantees offered by the European Commission: <a href="https://ec.europa.eu/dpo-register/detail/DPR-EC-02010">https://ec.europa.eu/dpo-register/detail/DPR-EC-02010</a></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).