

EUISS record of processing activity

Leave Management

1	Last update of this record	13/10/2020
2	Reference number	ADM-005
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	The personal data are processed for the management of all entitlements for annual leave, special leave, home leave, maternity and sick leave of Contract Staff (CS), Temporary Staff (TS), Seconded Experts (SE) and Trainees at the EUISS and for the monitoring of overall length of absences for health reasons. The legal basis of the processing operation are:

		<ul style="list-style-type: none"> - 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 EUISS Decision 31 of 5 October 2018 concerning the implementing rules on the conditions of employment of temporary staff; - the EUISS Board Decision DO1/2015 of 13 May 2015 concerning the rules applicable to national and EU experts on secondment to the EUISS; - the Rules governing the traineeship programme at the EUISS (Decision EUISS (2020)/DEC/06).
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>EUISS Contract Staff, Temporary Staff, Seconded Experts and Trainees;</p> <p>In connection to special leave and home leave, relatives of the above categories of staff, including spouse, children and relatives in ascending line.</p> <p>Personal data processed:</p> <ul style="list-style-type: none"> - annual leave entitlements deriving from main employment and career data at the EUISS: starting date of employment, type of contract, termination/end of contract, place of origin/recruitment; - dates and types of requested/approved leave periods; - number of days carried over from one year to the next; - outstanding balance of untaken annual leave at the end of employment; - documents containing personal data such as justification documents for various categories of special leave, information on carry-over of residual annual leave entitlements from the previous year; - information on the EUISS staff member's family situation, including the relationship to family members; - specifically for home leave, supporting documents relating to the travel costs of the entitled agent and, if applicable, eligible family members. - specifically for sick leave, medical certificates with no indication of the medical diagnosis; - specifically for maternity leave, medical certificates, birth or adoption certificates.

9	Time limit for keeping the data	<p>Annual, special, home, maternity and sick leave requests/notifications as well as relating supporting documents are stored electronically in the leave management system on the EUISS server.</p> <p>All data are kept for the duration of employment of the agents and up to one year following the end of employment (auditing purposes).</p> <p>Dates of absence as published on the intranet (with no indication of type/reasons of leave) are deleted yearly in January.</p>
10	Recipients of the data	<p>Regarding leave requests: the supervisor of the agent concerned, the EUISS Director (for special leave requests), the Head Administration and Personnel and/or the HR Coordinator;</p> <p>Supporting documents: the Head of Administration and Personnel and/or the HR Coordinator;</p> <p>Dates of absence (with no indication of type/reasons of leave): all EUISS staff (publication on the intranet for organisational purposes).</p>
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	Leave requests/entitlements and relating supporting documents are stored in an electronic database. The data are kept in the Leave Management System where access is controlled.

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).
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