

## EUISS record of processing activity

### Pre-recruitment and annual medical check-ups

1	Last update of this record	13/10/2020
2	Reference number	ADM-009
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>Medical Centre (IPC Etoile):  <a href="http://www.ipc-etoile.fr/fr/contacts-ipc-etoile,36.html">http://www.ipc-etoile.fr/fr/contacts-ipc-etoile,36.html</a></p> <p>Authorised Doctor:  <a href="http://doctor-salzman.com/NEW/">http://doctor-salzman.com/NEW/</a></p>
7	Description and purpose of the processing	<p>Processing of personal data in view of the organisation of the compulsory pre-recruitment medical check-up of EUISS Contract Staff and Temporary Staff and annual medical check-ups of Contract Staff as well as the invoicing of the relating services to the EUISS.</p> <p>The legal basis of the processing operation are:</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> <p>- the EUISS Decision 31 of 5 October 2018 concerning the implementing rules on the conditions of employment of temporary staff;</p>
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>All newly recruited Contract Staff members and Temporary Staff members (pre-recruitment medical check-ups);</p> <p>All active Contract Staff members (annual medical check-ups).</p> <p>Data collected:</p> <p>Name, surname, date of birth, e-mail address (for the pre-recruitment check-ups).</p> <p>“Apt for duty” note (pre-recruitment check-ups) and confirmation of accomplishment of annual check-ups.</p>
9	Time limit for keeping the data	<p>Initial data is transferred by e-mail and deleted one calendar year afterwards (auditing purposes).</p> <p>Data received from the Medical Centre and authorised doctor:</p> <p>The "apt for duty note" for the pre-employment check-up and the confirmation that staff members underwent the pre-recruitment and/or annual medical check-up 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.</p>
10	Recipients of the data	<p>the Head Administration and Personnel and/or the HR Coordinator;</p> <p>The personal data is shared with the external medical centre (IPC Etoile) and a recognised medical general practitioner (Dr Salzman) with whom the EUISS has signed a contract for the accomplishment of the pre-recruitment and</p>

		annual medical check-ups of Contract Staff members and Temporary 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	<p>The communication of data is made by e-mail. 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> <p>The documents inserted in the 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>Contractual clauses cover data protection issues and the Medical Centre also applies standard policies and guarantees:  <a href="http://www.ipc-etoile.fr/fr/mentions-legales,9.html">http://www.ipc-etoile.fr/fr/mentions-legales,9.html</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).