

# EUISS record of processing activity

## Missions

1	Last update of this record	11/12/2020
2	Reference number	ADM-019
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)	Not applicable
7	Description and purpose of the processing	<p>To manage organisational and financial aspects of business travel undertaken by EUISS staff members.</p> <p>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);</p>

		- the Implementing Rules for the application of Annex VII of the EUISS Staff Regulations relating to official mission expenses (EUISS (2019)/DEC/17).
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>Data subjects:</p> <p>All EUISS staff members requested to go on mission.</p> <p>Data processed:</p> <p>- Prior to the mission (mission order form): surname, first name, place, date(s) and time and purpose of mission (including supporting documents such as invitations, agendas etc.), itinerary and date(s) and time of travelling, information relating to the calculation of the costs of the mission (such as coverage of costs by third parties, combination of the mission with private travel, information on exceptional costs);</p> <p>- After completion of the mission (mission claim form): surname, name, actual itinerary, date(s) and time of travelling, information on number of meals provided during the mission, information on any additional exceptional costs, supporting documents (such as accommodation bills, tickets, boarding passes etc.).</p>
9	Time limit for keeping the data	Data (forms and supporting documents) are kept for five years.
10	Recipients of the data	The authorising officer for each mission, the Administrative Assistant or the Events Coordinator managing events necessitating travelling of staff members, the Financial Officer and the Financial Clerk.
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	Forms for ongoing missions are stored in the locked cupboards of the Administrative Assistant or Event Coordinator in charge. After completion of

		the mission, the forms are transferred to the Financial Officer for processing and are kept in locked cupboards.
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).