

EUISS record of processing activity

Pension entitlements

1	Last update of this record	16/12/2020
2	Reference number	ADM-022
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)	International Service for Remunerations and Pensions (ISRP) c/o OECD 2, rue André Pascal F-75775 Paris Cedex 16 France +33 01 45 24 82 00 https://www.sirp-isrp.org/index.php?lang=en

7	Description and purpose of the processing	<p>Managing of the pension entitlements of contract staff members and pensioners.</p> <p>The EUISS Staff Regulations stipulate that the Institute is an agency of the EU, associated to the Co-ordinated Organisations. The Institute manages the pension entitlements of contract staff members and pensioners in accordance with the Pension Scheme Rules of the Coordinated Organisations and the New Pension Scheme (for contract staff members having taken up duty after 30 June 2005).</p> <p>The legal basis of the processing operation is: - 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>
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>Data subjects:</p> <p>All serving contract staff members and former staff members entitled to a pension from the EUISS.</p> <p>Personal data processed:</p> <p>Name, surname, date of birth, gender, nationality, private postal and e-mail address, phone number, career information (place(s) of employment, grading, dates of beginning and end of service), marital status, information on spouse and dependents, banking details.</p>
9	Time limit for keeping the data	<p>The personal data are kept until the final settlement of pension entitlements (payment of leaving allowance or payment of pension and, if applicable, survivor's pension).</p>
10	Recipients of the data	<p>The Head of Administration and Personnel, the HR Coordinator, the Financial Officer.</p> <p>The ISRP services:</p>

		<p>The pension entitlements of the EUISS contract staff members and pensioners are managed by the International Service for Remunerations and Pensions (ISRP) which is a common service platform for the Co-ordinated Organisations and other associated organisations, providing services for their pension schemes and remuneration policies.</p>
11	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p>	<p>The International Service for Remunerations and Pensions (ISRP).</p> <p>The ISRP applies standard policies and guarantees:</p> <p>https://www.sirp-isrp.org/index.php?option=com_content&view=article&id=1086:data-protection-notice&catid=210:legal-for-pension-portal&Itemid=1108&lang=en</p>
12	<p>General description of security measures</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>The data shared with the ISRP are transferred by e-mail.</p> <p>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>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>The ISRP applies standard policies and guarantees:</p>