

# EUISS record of processing activity

## Personnel Files

### (all staff categories – active and former)

1	Last update of this record	13/10/2020
2	Reference number	ADM-001
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: <a href="https://www.iss.europa.eu/contact">https://www.iss.europa.eu/contact</a>
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	Processing of personal data in view of establishing and managing the statutory and financial rights and obligations of EUISS staff members (all categories: Contract Staff, Temporary Staff, Seconded Experts and Trainees) deriving from their employment contracts with the EUISS and the application of the relevant

		<p>employment rules throughout the period of employment, from the effective recruitment, career evolution and up to the end of contract or retirement.</p> <p>The legal basis of the processing operation are:</p> <ul style="list-style-type: none"> <li>- 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);</li> <li>- the EUISS Decision 32 of 5 October 2018 concerning the EUISS recruitment procedure;</li> <li>- the EUISS Decision 31 of 5 October 2018 concerning the implementing rules on the conditions of employment of temporary staff;</li> <li>- the EUISS Board Decision D01/2015 of 13 May 2015 concerning the rules applicable to national and EU experts on secondment to the EUISS;</li> <li>- the Rules governing the traineeship programme at the EUISS (Decision EUISS (2020)/DEC/06).</li> </ul>
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>All personnel recruited by the EUISS, (all categories: Contract Staff, Temporary Staff, Seconded Experts and Trainees) as well as spouse, registered partner and dependent children (for Contract Staff only).</p> <p>Data processed:</p> <ul style="list-style-type: none"> <li>- Surname, first name, date of birth, gender;</li> <li>- Contact details (postal address, private telephone number, private e-mail address, details of contact person in case of emergency);</li> <li>- Data extracted from the application file (CV and motivation letter);</li> <li>- Supporting documents confirming they fulfil the eligibility and selection criteria laid down in the vacancy notice, i.e. nationality, education, employment record, military/civil service record, extract of police/judicial record;</li> <li>- Financial information (Financial Identification Form) – for all payments;</li> <li>- Place of recruitment and/or place of origin;</li> <li>- “Apt for duty” certificate issued in the context of the pre-employment medical visit (not applicable to SEs and Trainees);</li> <li>- Documents relating to the family composition (Contract Staff only) i.e. marital status, identity, employment status and level of remuneration of spouse</li> </ul>

		<p>or registered partner, identity and age of children (birth certificates), school registration and possible relating fees;</p> <ul style="list-style-type: none"> <li>- Initial employment contract and job description and all subsequent documents relating to the career evolution (end of probationary period report, yearly evaluation reports, promotion decisions, contract extensions);</li> <li>- Documents linked to specific entitlements and payments (installation allowance, removal expenses, travel costs at the beginning and end of employment, home leave, special leave and sick leave (medical certificates with no indication of the medical diagnosis));</li> <li>- Documents linked to pension entitlements (transfers in and/or out, voluntary payment of additional pension rights, calculation and payment of the leaving allowance);</li> <li>- Documents linked to the registration with the French Social Security, Cigna (EUISS' private health insurer), the French or Belgian Protocol Services (special ID cards) or Commission's EU Laissez-Passer Services (issuance of EU Laissez-Passer);</li> <li>- Proof of health insurance coverage (Trainees only);</li> <li>- Documents linked to additional official training completed after recruitment (training certificates);</li> <li>- Part-time work arrangements;</li> <li>- Disciplinary decisions and measures;</li> <li>- Any other supporting document on situation or fact having an impact on the employment and financial rights and obligations of staff members or necessary for their management.</li> </ul>
9	Time limit for keeping the data	<p>Personnel files are kept complete for the duration of employment and for an additional period of 2 years after the jobholder has terminated employment at the EUISS (auditing and litigation purposes).</p> <p>Once the above 2 years period is completed, only information on the name and surname of each agent, their title, career evolution (grades/steps) the duration of their employment and, if applicable, payment of a leaving allowance are kept for further 30 years (certification purposes).</p>

10	Recipients of the data	<p>All: the Head Administration and Personnel, the HR Coordinator;</p> <p>Data linked to financial entitlements and payments: the Financial Officer and the Financial Clerk;</p> <p>On a need to know basis: the Director;</p> <p>French Social Security: see link to specific record of processing activity.</p> <p>Cigna (private health insurer): see link to specific record of processing activity.</p> <p>French or Belgian Protocol Services (depending on the place of employment): see links to specific records of processing activity.</p> <p>Commission EU Laissez-Passer Services (only for staff members needing an EU Laissez-Passer): see link to specific record of processing activity.</p> <p>Medical Centre and authorised doctor (only for Contract Staff and Temporary Staff): see link to specific record of processing activity.</p>
11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>ISRP (International Service for Remunerations and Pensions), (Contract Staff only): name, surname, date of birth, nationality, grade/step and career evolution, dates of recruitment and of end of contract, pension files/entitlements linked to previous employments (in case of pension rights transfer requests);</p> <p>- Guarantee/Safeguards of the OECD (<a href="https://www.oecd.org/general/OECD-Decision-Processing-Personal-Data.pdf">https://www.oecd.org/general/OECD-Decision-Processing-Personal-Data.pdf</a>).</p>
12	General description of security measures	<p>Personnel files are stored both electronically and physically.</p> <p>The electronic data are kept in the HR Management System, Finance Management System and Admin Share.</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>The physical personnel files are stored in locked cupboards with restricted access in the HR Coordinator's office.</p>
13	<p>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:</p>	<p>Additional information is available by following the link to privacy statement <a href="#">here</a> (link to privacy statement).</p>