

## EUISS record of processing activity

### Registration of contract staff with the French Social Security

1	Last update of this record	08/10/2020
2	Reference number	ADM-008
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)	
6	Name and contact details of processor (where applicable)	<p>French Social Security Services (<i>Assurance Maladie</i>)  <a href="https://www.ameli.fr/paris/assure/adresses-et-contacts">https://www.ameli.fr/paris/assure/adresses-et-contacts</a></p>
7	Description and purpose of the processing	<p>All Contract Staff members based at the EUISS in Paris (and, if applicable, unemployed spouse or registered partner and/or dependent children) have to be registered with the French Social Security for their health coverage while employed at the EUISS. Upon recruitment, registration formalities are accomplished by the EUISS. The same applies at the end of employment with the EUISS.</p> <p>The legal basis of the processing operation are:</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);
8	Description of categories of persons whose data the EUISS processes and list of data categories	All Contract Staff members and, if applicable, their unemployed spouse or registered partner and/or dependent children.  Data collected:  Name, surname, date of birth, place of birth, nationality, employment status, copy of employment contract, copy of payslip, private address, private telephone number, e-mail address, copy of national ID document, bank details and, if applicable, certificates linked to the family situation and identity of family members to be covered. Actual date of end of employment.
9	Time limit for keeping the data	Copies of the nominative requests and accompanying forms are kept in the individual personnel files. When the relating affiliation card is issued, only the social security number attributed is kept. Personnel files are kept for the duration of employment and up to two years following the end of employment.
10	Recipients of the data	The Head Administration and Personnel and/or the HR Coordinator;  The French Social Security Services (Assurance Maladie).
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	The documents inserted in the personnel files are stored in a locked cupboard with restricted access in the HR Coordinator's office.  Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.

		Policies and guarantees offered by French Social Security Services: <a href="https://www.ameli.fr/paris/assure/protection-donnees-personnelles">https://www.ameli.fr/paris/assure/protection-donnees-personnelles</a>
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).