



## EUISS record of processing activity

### Registration of staff with the private health insurer

1	Last update of this record	20/10/2020
2	Reference number	ADM-012
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)	CIGNA Plantin en Moretuslei 299 2140 Antwerpen Belgium +32 3 217 57 30  <a href="mailto:cigna.belgium@cigna.com">cigna.belgium@cigna.com</a>
7	Description and purpose of the processing	All Contract and Temporary staff members are covered by a health insurance provided for by a private insurer with whom the EUISS has a contract (and, if applicable, their spouse or registered partner and/or dependent children). Upon recruitment, registration formalities are accomplished by the EUISS.

		<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 31 of 5 October 2018 concerning the implementing rules on the conditions of employment of temporary staff;</li> </ul>
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>All Contract and Temporary Staff members and, if applicable, their spouse or registered partner and/or dependent children.</p> <p>Data collected:</p> <p>Name, surname, date of birth, gender, employment status, place of employment, e-mail address, level of monthly gross salary (for the calculation of insurance premiums) and, if applicable, name, surname, date of birth, gender of spouse or registered partner and/or dependent children.</p>
9	Time limit for keeping the data	The personal data 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.
10	Recipients of the data	<p>The Head Administration and Personnel and/or the HR Coordinator;</p> <p>The personal data is transferred to the private insurer with whom the EUISS has a contract;</p>
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 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



		<p>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 physical 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 private insurer also applies standard policies and guarantees: <a href="https://www.cignahealthbenefits.com/en/privacy">https://www.cignahealthbenefits.com/en/privacy</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).