

EUISS record of processing activity

Registration of staff with the Protocol Service (Belgium)

1	Last update of this record	13/10/2020
2	Reference number	ADM-004
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: https://www.iss.europa.eu/contact</p>
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)	<p>Protocol Service of the Belgian Federal Ministry of Foreign Affairs https://diplomatie.belgium.be/fr/Services/Protocole</p>
7	Description and purpose of the processing	<p>Processing of personal data in the context of the implementation of the privileges and immunities of the EUISS and its staff. EUISS staff members recruited outside the host state of the BLO (Brussels Liaison Office) (Belgium) (and, if applicable, their spouse or registered partner and/or dependent children), are exempted from the obligation of registering with the local authorities. Instead, special ID documents linked to their status are issued by the Protocol Services of the Federal Ministry of Foreign Affairs upon request of the EUISS.</p> <p>The legal basis of the processing operation are:</p>

		<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);</p> <p>- the Decision on the EUISS Privileges and Immunities (Decision of the Representatives of the Governments of the Member States of the European Union, meeting within the Council on the privileges and immunities granted to the European Union Institute for Security Studies and the European Union Satellite Centre, and to their bodies and staff members – 15 October 2001).</p>
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>All Contract and Temporary Staff members recruited outside Belgium (and, if applicable, spouse or registered partner and/or dependent children) and not having previously registered with the corresponding local authorities;</p> <p>Name, surname, gender, date of birth, place of birth, nationality, marital status, personnel category, job title, date of arrival in Belgium, date of taking up duties at the EUISS, length of employment contract, copy of national ID document, photo, private address in Belgium, private address prior to the arrival in Belgium, if applicable, previous residence in Belgium, period of and address of such residence, and, if applicable, same information on members of the family (spouse or registered partner, children, parents in the ascending line). Information on willingness or not for the private address to be mentioned on the special ID card.</p> <p>If applicable, supporting documents regarding spouse or registered partner and/or children (copies of national ID document, photo).</p>
9	Time limit for keeping the data	<p>Copies of the nominative requests and accompanying forms are kept in the individual personnel files. When issued, only the number and length of validity of the document(s) are kept. Personnel files are kept for the duration of employment and up to two years following the end of employment.</p>
10	Recipients of the data	<p>The Head Administration and Personnel and/or the HR Coordinator;</p> <p>The Protocol Services of the Federal Ministry of Foreign Affairs in Belgium.</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	<p>The communication of data is made by personal delivery of the physical files by authorised EUISS agents to the Protocol Services of the Ministry for Europe and Foreign Affairs in France. The retrieval of issued documents is made in person by the same authorised agents.</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>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>Policies and guarantees offered by the Federal Ministry of Foreign Affairs in Belgium: https://diplomatie.belgium.be/fr/protection_des_donnees_personnelles</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 here (link to privacy statement).