

EUISS record of processing activity

Travel arrangements (transport and/or accommodation)

1	Last update of this record	13/10/2020
2	Reference number	ADM-011
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)	EUISS authorised travel agent (UVET) https://www.uvet.fr/
7	Description and purpose of the processing	The personal data are processed for the identification and management of travel arrangements for EUISS staff members going on business travel and participants to EUISS events requiring travel assistance. The legal basis of the processing operation are:

		<ul style="list-style-type: none"> - the EUISS founding decision (Council Decision 2014/75/CFSP of 10 February 2014 on the European Union Institute for Security Studies); - 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); - the EUISS Financial Regulations (Council Decision on the Financial Regulations applicable to the general budget of the European Union Institute for Security Studies - 27 July 2015); - the Implementing Rules for the application of Annex VII of the EUISS Staff Regulations related to official mission expenses (EUISS Decision 2019/DEC/17).
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>All staff members going on business travel and participants to an EUISS event requiring travel assistance (transport and/or accommodation);</p> <p>Personal data processed:</p> <ul style="list-style-type: none"> - name, surname, date of birth, nationality, national ID or passport number (or copy of the national ID or passport, e-mail address, telephone number, dates and destination of travel).
9	Time limit for keeping the data	<p>Data received by e-mail are deleted from the recipients' inbox after the actual date of event/ business travel;</p> <p>Data introduced into the electronic reservation platform of the EUISS' authorised travel agent are kept for three calendar years following the actual year of travelling.</p>
10	Recipients of the data	<p>The EUISS event coordinators, the EUISS Administrative Assistant, the Assistant to the Director and any other EUISS agents tasked with travel arrangements for staff members or participants to any given event.</p> <p>The data is shared with the authorised EUISS travel agent and the selected service provider(s) (transport companies and hotels);</p>
11	Are there any transfers of personal data to third countries or international	No

	organisations? If so, to which ones and with which safeguards?	
12	General description of security measures	<p>The data is received by e-mail. Afterwards, it is introduced into the electronic reservation platform of the EUISS' authorised travel agent and received by the actual service providers (transport companies and hotels). 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>Contractual clauses cover data protection issues and the authorised EUISS travel agent also applies standard policies and guarantees:</p> <p>http://spi.uvet.fr/MARKETING/UVET%20France/RGPD%20UVET%20France.pdf</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).