

RECORD OF PROCESSING OPERATION¹ ON

Transfer of data concerning nationals employed at the Agency

Nr.	Item	Description
1.0	Last update of this record	7.6.2019
1.1	Reference number	DP.HR.19.1_Perm.Rep_EU_MS
1.2	Name and contact details of controller	Head of Group Human Resource Management Personnel@eea.europa.eu
1.3	Name and contact details of joint controller(s) (where applicable)	N/A
1.4	Name and contact details of the processor (where applicable)	N/A
1.5	Name and contact details of the DPO	DPO@eea.europa.eu
1.6	Purpose of the processing	At regular intervals, the EEA receives requests from the embassies/permanent representations of the EU Member States for transfer of data concerning nationals employed at the Agency.
1.7	Description of categories of persons whose data the EEA processes and list of data categories	All statutory staff members of the EEA currently employed, including officials, temporary agents and contract agents. The personal data collected and processed can relate to all or some of the following data: first name, last name, position, job title, programme, contact details (i.e. office address, office tel. number and office email address) and, only if requested, the function group and/or grade.

¹ Record of EEA activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

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1.8	Time limit for keeping the data	The personal data concerned are kept in staff members' personal file and in the personnel database (SIC personnel) until expiry of the rights entailed by their employment.
1.9	Recipients of the data	The data are disclosed to the requesting Embassies/Permanent Representations of the EU Member States, by a limited number of staff in the HRM group.
1.10	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
1.11	General description of security measures (where possible)	Only HRM group members have access to the data stored in staff members' personal file and in the personnel database (SIC personnel). Any access to the data for the purpose of transfer to EU embassies/Permanent representation is logged in the personal file of the staff member concerned.
1.12	Measures for providing additional information, including how data subjects may exercise their rights of access, rectification, data portability (where applicable), etc.	Additional information is made available to staff member via the intranet in the HR portal, under the section ' <i>Data protection and personal data of staff</i> ', in particular the notification regarding sharing of certain data on staff.