EUROPEAN COMMISSIONEUROPEAN COMMISSION
European Education and Culture Executive Agency

RECORD OF PERSONAL DATA PROCESSING

Art. 31 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 (henceforth the "Regulation")

Record nº	**14 – 2022**

In accordance with Article 31 of Regulation 2018/1725, individuals whose personal data are processed by the Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing operations.

This record covers two aspects:

1. Mandatory records under Art 31 of the Regulation (recommendation: make the header and part 1 publicly available)

2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)

The ground for the record is (tick the relevant one):

☒ *Regularization of a data processing operation already carried out*
☐ *Record of a new data processing operation prior to its implementation*
☐ *Change of a data processing operation*
☐ *Migration from notification to record.*

Management of the administrative budget (speedwell)	
1	**Last update of this record (where applicable)**
	N/A
2	**Short description of the processing**
	The Agency processes personal data for the purpose of managing and implementing the administrative budget.
Part 1 - Article 31 Record	
3	**Name of the Controller** **Unit(s) and/or function of person acting on behalf of the Controller**
	Controller: European Education and Culture Executive Agency The person designated as being in charge of the processing operation is the Head of Unit of R1

	(People, Workplace and Communication) of the EACEA. Email: EACEA-HR@ec.europa.eu
4	**Contact details of the Data Protection Officer (DPO)**
	EACEA-data-protection@ec.europa.eu
5	**Name and contact details of joint controller (where applicable)**
	DG BUDG for processing operation of registering the necessary Legal Entities and Bank Account Files of EACEA in the Commission Financial System ABAC (Accrual Based Accounting) (SLA-Appendix 5b – Joint controllership arrangement Ares(2020)1568961 - 13/03/2020) : BUDG-DATA-PROTECTION-COORDINATOR@ec.europa.eu
6	**Name and contact details of processor (where applicable)**
	For financial management EACEA use of a corporate software application, Speedwell. Speedwell is a tool developed by the European Research Council Executive Agency (ERCEA). Processor: ERCEA which is managing this tool. The Director of ERCEA EACEA and ERCEA have signed a Service Level Agreement (Ares(2022)984158 – 10/02/2022)
7	**Purpose of the processing**
	The purpose of this process is to implement the administrative budget of the EACEA: ▪ Budgetary commitments: the transaction by which the EACEA earmarks funds to cover one or more future expense. ▪ Payments: the operation that releases the EACEA from an obligation to a creditor. A payment consists in transferring a financial amount to an external provider or a staff member's bank account. ▪ Recovery Orders: when the Agency has made a payment in excess, it must recover the amount due. This is done via a recovery order. The Authorising Officer, after the Accountant, must validate the existence of the debt before issuing the recovery order. ▪ Forecast of Revenue: the forecast of revenue (FoR) is a possible preliminary step in the recovery process. In order to implement the administrative budget, EACEA uses the Speedwell IT tool. Speedwell is an application providing paperless workflow for the invoices and payments on the administrative budget. EACEA also uses ABAC, a transversal, transactional information system allowing for the execution and monitoring of all budgetary and accounting operations by the Commission, an Agency or Institution. The system has been developed by the Commission and includes a comprehensive set of features to ensure compliance with the Financial Regulation and the Rules of Application.
8	**Description of the categories of data subjects**
	Whose personal data are being processed? In case data categories differ between different categories of persons, please explain as well (e.g. suspects vs. witnesses in administrative inquiries) ☒ Agency staff (Contractual and temporary staff in active position) ☐ Visitors to the Agency ☒ Contractors providing goods or services ☒ Applicants

	☒ Relatives of the data subject ☐ Complainants, correspondents and enquirers ☐ Witnesses ☐ Beneficiaries ☐ External experts ☒ Contractors ☒ Other: non-statutory EACEA staff (including intérimaires)
9	**Description of personal data categories**
	Indicate <u>all</u> the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category): ***a) Categories of personal data:*** ☒ in the form of personal identification numbers**: NUP number can sometimes be processed** ☐ concerning the physical characteristics of persons as well as the image, voice or fingerprints ☒ concerning the data subject's private sphere ☒ concerning pay, allowances and bank accounts: **bank account reference (IBAN and BIC codes)** ☒ concerning recruitment and contracts: **users' units, organizational structure, contract start date and end date, title, function** ☒ concerning the data subject's family: **children's name school reference in the case of European School transport's invoice, crèche or afterschool Care Centre reference** ☐ concerning the data subject's career ☐ concerning leave and absences ☐ concerning missions and journeys ☐ concerning social security and pensions ☐ concerning expenses and medical benefits ☒ concerning telephone numbers and communications: **e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address** ☒ concerning names and addresses (including email addresses): **Name, surname, user login, office e-mail address** ☒ Other: **gender, nationality, VAT number, national insurance number, place and date of birth and other personal data contained in CVs (expertise, technical skills and languages professional experience including details on current and past employment).** _____ ***b) Categories of personal data processing likely to present <u>specific risks:</u>*** ☐ data relating to suspected offences, offences, criminal convictions or security measures ☐ data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct) ***c) Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10):*** ☐ revealing racial or ethnic origin ☐ revealing political opinions ☐ revealing religious or philosophical beliefs

	☐ revealing trade-union membership ☒ concerning health in limited transactions, the health related data of children of staff can be processed ☐ genetic data, biometric data for the purpose of uniquely identifying a natural person ☐ concerning sex life or sexual orientation ***d) Specify any additional data or explanatory information on the data being processed, if any:*** - _____
10	**Retention time (time limit for keeping the personal data)** Files relating to financial transactions are to be retained for a period of 5 years following the discharge of the financial exercise decision in compliance with foreseen in article 29 of the Standard Financial Regulation for Executive Agencies - Regulation (CE) N. 1653/2004 of the Commission of 21 September 2004. The discharge of the financial exercise generally takes place 2 years after the financial year (personal data is thus retained as a rule for a total of 7 years); However, personal data is also kept until the end of a possible audit if it started before the end of the above-mentioned period. For the data stored in ABAC please see the corresponding data protection record (section retention period): https://ec.europa.eu/dpo-register/detail/DPR-EC-00301.3 Speedwell: all supporting documents uploaded in Speedwell either by the financial actors or automatically from ABAC are merged in a single document which is attached for justification purposes in ABAC at the end of the transaction. The few documents directly attached into Speedwell (emails, notes to the file) and not marked as 'confidential' are also kept in the system for five years. **Is any further processing for historical, statistical or scientific purposes envisaged?** ☐ yes ☒ no
11	**Recipients of the data** Recipients are: • The Finance team for treatment of the financial file • The Operational Initiating Agent (OIA), the Financial Initiating Agent and the Financial Verifying Agent for treatment of the financial file • Heads of Units/Sectors concerned by the financial procedure/ budget line • The ERCEA's Speedwell system operators and internal auditors • The EC's ABAC system's operators and internal auditors • EACEA Accountant In addition, in case of control or dispute, personal data can be shared with and processed by the bodies charged with a monitoring or inspection task in application of Union law in compliance with the applicable data protection rules and within the scope of their tasks entrusted by the relevant legislation. This includes the following recipients: • The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure • The European Anti-Fraud Office (OLAF) • The Internal Audit Service of the Commission • The Investigation and Disciplinary Office of the Commission (IDOC) • The European Court of Auditors • The European Ombudsman • The European Public Prosecutor's Office • EU courts and national authorities
12	**Are there any transfers of personal data to third countries or international organisations? If so,**

	to which ones and with which safeguards?
	No
13	**General description of the technical and organisational security measures**
	The European Commission's IT systems used by the Agency abide by the Commission's security guidelines. The Agency must comply with Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission. **1. Organisational measures:** A Corporate Local Informatics Security Officer (C-LISO) is in place. Its role includes supervising the Agency compliance with the relevant regulations, and the application of security measures recommend by DIGIT. Organisational measures include appropriate access rights and access control. As a rule within the Agency, access to information systems, the file system or offices are subject to a series of authorisations where the person granting the access is different from the person requesting or authorising the access - except in limited cases of delegation. The responsible person in the unit in charge of this action (processing operation of the current record) collects and places the documents on the secured drives of the Commission and all Agency staff are bound by a confidentiality obligation. The need to know principle applies in all cases. **2. Technical measures:** State of the art technical cybersecurity measures are implemented in the corporate systems, according to the security needs. Those measures are in constant evolution. For ABAC, technical and organisational security measures are described in the corresponding data protection record: https://ec.europa.eu/dpo-register/detail/DPR-EC-00301.3 For Speedwell, the datasets are safeguarded on dedicated servers of the EC Data Centre in Luxembourg. DIGIT appropriately secures these servers, in order to ensure the integrity, confidentiality and availability of the institution's electronic assets. The servers are secured by badge and password. They are secured by the numerous defensive and security measures to protect the integrity and confidentiality of the electronic assets of the institution.
14	**Information to data subjects / Privacy Statement**
	A Data Protection Notice (DPN) relevant to this data processing activity is available on the EACEA Intranet (link) and website (link).