



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 n°

09-2019

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.*

Selection and management of interim staff	
1	Last update of this record (where applicable) The relevant record was last updated in November 2021 (reference n 09-2019).
2	Short description of the processing The main steps of the processing can be summarized as follows: At the beginning of each month every Unit is asked to estimate their demand for interim staff for the coming month. For each interim position the HR search for a candidate via the temping agency and the spontaneous applications received.
Part 1 - Article 31 Record	

3	<p>Name of the Controller Unit(s) and/or function of person acting on behalf of the Controller</p> <p>Controller: European Education and Culture Executive Agency Head of Unit R1 (People, Workplace and Communication) EACEA-INTERIM@ec.europa.eu</p>
4	<p>Contact details of the Data Protection Officer (DPO)</p> <p>EACEA-data-protection@ec.europa.eu</p>
5	<p>Name and contact details of joint controller (where applicable)</p> <p>N/A</p>
6	<p>Name and contact details of processor</p> <p>Randstad inhouse_1230@randstad.be</p>
7	<p>Purpose of the processing</p> <p>The processing is necessary for the selection of interim staff, in order to offer short term contracts to the best qualified, most suitable candidates. The purpose is to select interim staff at EACEA and daily management of the recruited interim staff. The EACEA employs staff on a temporary basis on short term contracts exclusively through temping agencies. The use of interim staff is based on the Framework contract HR/R1/PR/2019/023. Once engaged, the interim staff member signs weekly contracts with the temping agency. The interim staff also submits weekly timesheets through the Workaniser tool, which document the services provided to EACEA.</p>
8	<p>Description of the categories of data subjects</p> <p>Whose personal data are being processed?</p> <p><input checked="" type="checkbox"/> Agency staff (Contractual and temporary staff in active position): Head of Units and Head of Sectors in charge of validation of the weekly timesheet; HR staff member in charge of final validation of weekly timesheet and their “backups”</p> <p><input type="checkbox"/> Visitors to the Agency</p> <p><input type="checkbox"/> Contractors providing goods or services</p> <p><input checked="" type="checkbox"/> Applicants: candidates interested in working for the Agency</p> <p><input type="checkbox"/> Relatives of the data subject</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Witnesses</p> <p><input type="checkbox"/> Beneficiaries</p> <p><input type="checkbox"/> External experts</p> <p><input checked="" type="checkbox"/> Contractors Interim staff – external individuals who are contracted by the interim agency to work at the Agency</p> <p><input type="checkbox"/> Other, please specify:</p>

9	Description of personal data categories
	<p><i>a) Categories of personal data:</i> <i>For the interim staff</i></p> <p><input checked="" type="checkbox"/> in the form of personal identification numbers (<u>selected interim are required to provide copy of their passport or identity card</u>)</p> <p><input checked="" type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice, or fingerprints (<u>if the candidate has included a photo in their CVs</u>)</p> <p><input type="checkbox"/> concerning the data subject's private sphere</p> <p><input type="checkbox"/> concerning pay, allowances and bank accounts</p> <p><input checked="" type="checkbox"/> concerning recruitment and contracts (<u>employment record, time sheet</u>)</p> <p><input type="checkbox"/> concerning the data subject's family</p> <p><input checked="" type="checkbox"/> concerning the data subject's career: (<u>CVs, languages, diploma and training, professional experience (length, name of employers, function and tasks)</u>)</p> <p><input type="checkbox"/> concerning leave and absences</p> <p><input type="checkbox"/> concerning missions and journeys</p> <p><input type="checkbox"/> concerning social security and pensions</p> <p><input type="checkbox"/> concerning expenses and medical benefits</p> <p><input checked="" type="checkbox"/> concerning telephone numbers and communications (<u>telephone number</u>)</p> <p><input checked="" type="checkbox"/> concerning names and addresses (including email addresses) (<u>surname, first name, date of birth, street, postcode, place, country, and email address</u>)</p> <p><input type="checkbox"/> Other: please specify: _____</p> <p><i>For the Head of Units or Head of Sectors, HR staff member in charge of final validation and their “backups” (in charge of validation of the interimaire’s weekly timesheet). Information to provide to the temping agency to grant access to the tool Workaniser:</i></p> <ul style="list-style-type: none"> - Name, family name, title and e-mail address - Role within the organizational structure <p><i>b) Categories of personal data processing likely to present <u>specific risks</u>:</i></p> <p><input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures</p> <p><input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</p> <p><i>c) Categories of personal data whose processing is <u>prohibited, with exceptions (art. 10)</u>:</i></p> <p><input type="checkbox"/> revealing racial or ethnic origin</p> <p><input type="checkbox"/> revealing political opinions</p> <p><input type="checkbox"/> revealing religious or philosophical beliefs</p> <p><input type="checkbox"/> revealing trade-union membership</p> <p><input type="checkbox"/> concerning health</p> <p><input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person</p> <p><input type="checkbox"/> concerning sex life or sexual orientation</p>

	<i>d) Specify any additional data or explanatory information on the data being processed, if any: -</i> _____
10	<p>Retention time (time limit for keeping the personal data)</p> <p>The CVs of candidates are stored by EACEA for 6 months from reception. The retention period of the purchase order, employment record, HR overview, HR lists and weekly timesheets are kept for 5 years after the budget discharge (article 75 Financial Regulation¹). After this period the files are eliminated.</p> <p>Data allowing for the identification and regarding the career of interim staff is stored the EC Corporate Tool SYSPER. Retention period in the SYSPER EC Corporate tool is determined by the Commission and is outside of the Agency's control. The specific Privacy Statement regarding the retention periods for the time management module retrieved from here.</p> <p>Is any further processing for historical, statistical or scientific purposes envisaged? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p>
11	<p>Recipients of the data</p> <ul style="list-style-type: none"> • Director of EACEA • Heads of Departments of EACEA • Heads of Operational Units of EACEA • Deputy Heads of Unit of EACEA • Heads of Sector of EACEA • Assistants and secretaries of the persons listed above • Staff of the Human Resources Sector of EACEA • Financial Sector EACEA • Temping Agency (Randstad) • EC staff providing security services (e.g. badges, access to the building) • DIGIT related IT working environment of the interimaire (e.g., login details or any other required IT environment) <p>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:</p> <ul style="list-style-type: none"> • 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

¹ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, OJ L 193, 30.7.2018, p. 1.

12	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p> <p>NO</p>
13	<p>General description of the technical and organisational security measures</p> <p>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.</p> <p>a) <u>Organisational measures:</u></p> <p>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.</p> <p>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.</p> <p>Only designated HR Staff has access to the mailbox where the temping agency forwards the list of suitable candidates. The electronic version of CVs is stored on HR restricted drive and only the HR involved in the selection have access. Only designated staff has access to the Ares document and the paper dossier. Internal employment history of interim staff is kept in SYSPER with restricted access. In any case of internal transmission recipients are reminded that they can use the information only for the purpose of the selection procedure and they are bound by the Agency's confidentiality policy.</p> <p>b) <u>Technical measures:</u></p> <p>State of the art technical cybersecurity measures are implemented in the corporate systems, according to the security needs. Those measures are in constant evolution.</p> <p>Paper copies: during the financial year the paper versions are stored in locked cupboards and then in the archives of a locked room (after the financial year had ended).</p>
14	<p>Information to data subjects / Privacy Statement</p> <p>The process starts with the screening of personal data sent by the temping agency.</p> <p>Candidates find information on personal data protection in relation to EACEA interim recruitment procedure, on EACEA's webpage, in the section dedicated to the recruitment policy. In addition, the information about the Privacy policy of the Agency is given to successful candidates by email, when they start working (welcome email, containing some practical information, refers to the Agency's Privacy statement on its website).</p>