

## RECORD OF PERSONAL DATA PROCESSING ACTIVITY according to Article 31 of Regulation (EU) 2018/1725

### ► Interim Staff Contract Administration

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#### General information

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| <b>Introduction</b>  |
| EIOPA, as a European Authority, is committed to protect individuals with regard to the processing of their personal data in accordance with Regulation (EU) No 2018/1725 (further referred as the Regulation) <sup>1</sup> . |
| <b>Contact Details of Data Controller(s)</b>   |
| Fausto Parente, Executive Director<br>Westhafenplatz 1, 60327 Frankfurt am Main, Germany<br><a href="mailto:fausto.parente@eiopa.europa.eu">fausto.parente@eiopa.europa.eu</a>   |
| <b>Contact Details of the Data Protection Officer</b>  |
| Eleni Karatza<br>Westhafenplatz 1, 60327 Frankfurt am Main, Germany<br><a href="mailto:dpo@eiopa.europa.eu">dpo@eiopa.europa.eu</a>  |
| <b>Contact Details of Processor</b>  |
| EIOPA’s Team/Unit/Department responsible for the processing:<br>- HR Unit  |

<sup>1</sup> 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.

## Description and Purpose of the Processing

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| Description of Processing  |
| Processing of all the documents related to the externals/interim staff coming to work at EIOPA premises.   |
| Purpose (s) of the processing  |
| <input type="checkbox"/> Staff administration<br><input checked="" type="checkbox"/> Relations with external parties<br><input checked="" type="checkbox"/> Procurement and accounting<br><input type="checkbox"/> Administration of membership records<br><input type="checkbox"/> Auditing<br><input type="checkbox"/> Information administration<br><input checked="" type="checkbox"/> Other (please give details): Processing of the personal data is necessary to organise the recruitment and management of interim staff at EIOPA within the framework contract with the service provider of Agency staff responding to the needs that may arise.  |
| Lawfulness of Processing   |
| <ul style="list-style-type: none"> <li>• Legal Basis justifying the processing:<br/> Regulation (EU) No 1094/2010 establishing a European Supervisory Authority (European Insurance and Occupational Pensions Authority), amending Decision No 716/2009/EC and repealing Commission Decision 2009/79/EC, in particular article 53 thereof.<br/> Arbeitsnehmerüberlassungsgesetz" (Temporary Employment Act) in the version promulgated on 3 February 1995 (BGBl. I p. 158), as last amended by Article 3(2) of the Act of 4 January 2023 (BGBl. 2023 I No. 10)", available here: <a href="#">AÜG.pdf (gesetze-im-internet.de)...</a> </li> <li>• Processing is necessary: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> for the performance of a task carried out in the public interest</li> <li><input type="checkbox"/> for compliance with a legal obligation to which the Controller is subject</li> <li><input type="checkbox"/> for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract</li> <li><input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person</li> </ul> </li> </ul> <p>Or</p> <input type="checkbox"/> Data subject has given his/her unambiguous, free, specific and informed consent |

## Data Subject's Rights

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| Information on how to exercise data subject's rights |
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Data subjects may exercise their data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.

Data subjects have the right to:

- access their personal data, receive a copy of them in a structured and machine-readable format or have them directly transmitted to another controller, as well as request their rectification or update in case they are not accurate.
- request the erasure of their personal data, as well as object to or obtain the restriction of their processing.
- withdraw their consent to the processing of their personal data at any time in case such processing is based solely on their consent.

For the protection of the data subjects’ privacy and security, every reasonable step shall be taken to ensure that their identity is verified before granting access, or rectification, or deletion.

Should data subjects wish to access/rectify/delete their personal data, or receive a copy of them/have it transmitted to another controller, or object to/restrict their processing, please contact [ethicsofficer@eiopa.europa.eu] or [DPO@eiopa.europa.eu](mailto:DPO@eiopa.europa.eu).]

Complaint:

Any complaint concerning the processing of the data subjects’ personal data can be addressed to EIOPA’s Data Protection Officer (DPO@eiopa.europa.eu). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)).

Restrictions:

Without prejudice to the above, rights might be restricted in accordance with EIOPA’s decision on the restriction of data subject’s rights (EIOPA-MB-19-056).

Categories of Data Subjects & Personal Data

| Categories of Data Subjects  |
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| <input type="checkbox"/> EIOPA permanent staff, Temporary or Contract Agents<br><input type="checkbox"/> SNEs or trainees<br><input type="checkbox"/> Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)<br>If selected, please specify: .....<br><input checked="" type="checkbox"/> Providers of good or services<br><input type="checkbox"/> Complainants, correspondents and enquirers<br><input type="checkbox"/> Relatives and associates of data subjects |

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| <input checked="" type="checkbox"/> Other (please specify): interim staff   |
| Categories of personal data   |
| <p><b>(a) General personal data:</b><br/>                 The personal data contains:</p> <p><input checked="" type="checkbox"/> Personal details: Name, surname, date of birth, gender, nationality (proof of national identity card), email address, phone number;</p> <p><input checked="" type="checkbox"/> Education &amp; Training details: Education, professional experience (name of employers, functions and tasks), working periods and traineeships, language and skills. This information is completed by a CV. Adding a photo is entirely voluntary</p> <p><input checked="" type="checkbox"/> Employment details</p> <p><input checked="" type="checkbox"/> Financial details</p> <p><input type="checkbox"/> Family, lifestyle and social circumstances</p> <p><input checked="" type="checkbox"/> Other (please give details): Timesheet with the name, surname of the data subject, the Department of work as well as the hours effectively worked each month; Working time / holidays/ absences. Upon request, the interim might be able to provide certificate of good conduct, birth certificate, criminal record extract as well as medical aptitude certificate.</p> <p><b>(b) Special categories of personal data</b><br/>                 The personal data reveals:</p> <p><input type="checkbox"/> Racial or ethnic origin</p> <p><input type="checkbox"/> Political opinions</p> <p><input type="checkbox"/> Religious or philosophical beliefs</p> <p><input type="checkbox"/> Trade union membership</p> <p><input type="checkbox"/> Genetic or Biometric data</p> <p><input type="checkbox"/> Data concerning health, sex life or sexual orientation</p> |

Categories of Recipients & Data Transfers

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| Recipient(s) of the data  |
| <p><input type="checkbox"/> Managers of data subjects</p> <p><input checked="" type="checkbox"/> Designated EIOPA staff members</p> <p>If selected, please specify:</p> <ul style="list-style-type: none"> <li>- • EIOPA’s HR Unit,</li> <li>- • Procurement and finance Unit (only for the personal data necessary for the preparation of the Order form and the payment of entitlements of the interim)</li> <li>- • The head of Department/Unit and Team leader of the Team/Unit to which the interim will be assigned.</li> </ul> |

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| <input type="checkbox"/> Relatives or others associated with data subjects<br><input checked="" type="checkbox"/> Current, past or prospective employers ( data can be provided only to your current employer)<br><input type="checkbox"/> Healthcare practitioners<br><input type="checkbox"/> Education/training establishments<br><input type="checkbox"/> Financial organisations<br><input checked="" type="checkbox"/> External contractor<br><br><input checked="" type="checkbox"/> Other (please specify): Upon request and if relevant for the handling of files, the data can also be transferred to the European Court of Justice, European Ombudsman, EDPS, OLAF, Internal Audit service of the European Commission, European Court of Auditors and external advisors. |
| Data transfer(s)  |
| <input type="checkbox"/> To third countries<br>If selected, please specify: .....<br>Whether suitable safeguards have been adopted:<br><input type="checkbox"/> Adequacy Decision of the European Commission <sup>2</sup><br><input type="checkbox"/> Standard Contractual Clauses (SCC)<br><input type="checkbox"/> Binding Corporate Rules (BCR)<br><input type="checkbox"/> Administrative Arrangements between public Authorities (AA)<br><input type="checkbox"/> To international organisations<br>If selected, please specify the organisation and whether suitable safeguards have been adopted: .....  |
| Data subjects could obtain a copy of SCC, BCR or AA here:<br>.....  |

Automated Decision Making

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| Automated Decision-making, including profiling   |
| A decision is taken in the context of this processing operation solely on the basis of automated means or profiling:<br><input checked="" type="checkbox"/> No<br><input type="checkbox"/> Yes |

<sup>2</sup> Third countries for which the European Commission has issued adequacy decisions are the following: Adequacy decisions (europa.eu)

In case of an automated decision-making or profiling, please explain:

The documents are kept both in paper and in electronic form. The latter are saved in ERIS HR restricted area with limited access rights.

### Retention Period & Security Measures

#### Retention period

How long will the data be retained?

- 5 years from the moment the last assignment at EIOPA ends.
- For unsuccessful candidates, personal data are kept for three (3) months from the moment decision is taken.

For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised:

No

Yes

#### Technical & organisational security measures taken

Several technical and organisational measures have been adopted in order to ensure the optimum security of the documents and personal data collected in the context of the procedures described under section II a).