

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

▶ Missions management

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GENERAL INFORMATION

Introduction
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) ¹ .
Contact Details of Data Controller(s)
Head of Finance and Corporate Services Unit Westhafen Tower, Westhafenplatz 1, 60327 Frankfurt am Main, Germany datacontroller@eiopa.europa.eu
Contact Details of the Data Protection Officer
Alinde Terstegen-Verhaag Westhafen Tower, Westhafenplatz 1, 60327 Frankfurt am Main, Germany dpo@eiopa.europa.eu Date of Consultation: 11/05/2026
Contact Details of Processor
EIOPA's Team/Unit/Department responsible for the processing: Finance and Corporate Services Unit; all management and personal assistants at EIOPA

¹ 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.

Contact Details of External Processor(s) / Joint Controller(s)
<input checked="" type="checkbox"/> External processor(s): COM colleagues working with MIPS, travel agents at American Express Global Business Travel <input type="checkbox"/> Joint controller(s): <input type="checkbox"/> N/A

DESCRIPTION AND PURPOSE OF THE PROCESSING

Description of Processing
<p>1. Personal data of EIOPA staff members and SNEs are collected and processed for the purposes of booking and making travel arrangements for missions through an approved travel agency. EIOPA’s Mission Office requests staff members who go on a mission to fill in a travel profile in the travel agency’s OBT (online booking tool).</p>
Purpose (s) of the processing
<input checked="" type="checkbox"/> Staff administration <input checked="" type="checkbox"/> Relations with external parties <input type="checkbox"/> Procurement and accounting <input type="checkbox"/> Administration of membership records <input type="checkbox"/> Auditing <input checked="" type="checkbox"/> Information administration <input type="checkbox"/> Other (please give details):
Lawfulness of Processing
<ul style="list-style-type: none"> Legal Basis justifying the processing: Regulation (EEC) No 31 (EEC), No 11 (EAEC) laying down the Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community (CEOS) and the Implementing Rules thereof; European Commission’s Framework Service Contract (PMO.02/PR/2017/073PMO.02/PR/2017/073) relating to Travel Agency Services organising work-related travel and in connection with missions and authorised travel. In addition, in accordance with Article 5(1)(a) of the EUDP Regulation, processing is lawful as as it is necessary for the performance of a tasks carried out in the public interest on the basis of the Treaties establishing the European Communities and in the legitimate exercise of official authority vested in EIOPA. Processing is necessary: <input checked="" type="checkbox"/> for the performance of a task carried out in the public interest <input type="checkbox"/> for compliance with a legal obligation to which the Controller is subject

<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
<input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person
Or
<input type="checkbox"/> Data subject has given his/her unambiguous, free, specific and informed consent

DATA SUBJECT’S RIGHTS

Information on how to exercise data subject’s rights
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: <ul style="list-style-type: none">• 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 Finance@eiopa.europa.eu or dpo@eiopa.europa.eu . <u>Complaint:</u> 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). <u>Restrictions:</u> 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). If restrictions are applicable, please complete below the legal basis and the purpose:

CATEGORIES OF DATA SUBJECTS & PERSONAL DATA

Categories of Data Subjects

<input checked="" type="checkbox"/> EIOPA Temporary or Contract Agents <input checked="" type="checkbox"/> SNEs or trainees <input type="checkbox"/> Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other) If selected, please specify: <input type="checkbox"/> Providers of good or services <input type="checkbox"/> Complainants, correspondents and enquirers <input type="checkbox"/> Relatives and associates of data subjects <input type="checkbox"/> Other (please specify):
Categories of personal data
(a) General personal data: The personal data contains: <input checked="" type="checkbox"/> Personal details (name, address etc) <input type="checkbox"/> Education & Training details <input type="checkbox"/> Employment details <input type="checkbox"/> Financial details <input type="checkbox"/> Family, lifestyle and social circumstances <input type="checkbox"/> Other (please give details):
(b) Special categories of personal data The personal data reveals: <input type="checkbox"/> Racial or ethnic origin <input type="checkbox"/> Political opinions <input type="checkbox"/> Religious or philosophical beliefs <input type="checkbox"/> Trade union membership <input type="checkbox"/> Genetic or Biometric data <input type="checkbox"/> Data concerning health, sex life or sexual orientation

CATEGORIES OF RECIPIENTS & DATA TRANSFERS

Recipient(s) of the data
<input type="checkbox"/> Managers of data subjects <input checked="" type="checkbox"/> Designated EIOPA staff members If selected, please specify:

EIOPA Mission Office/Finance Unit, all management and personal assistants..... <input type="checkbox"/> Relatives or others associated with data subjects <input type="checkbox"/> Current, past or prospective employers <input type="checkbox"/> Healthcare practitioners <input type="checkbox"/> Education/training establishments <input type="checkbox"/> Financial organisations <input checked="" type="checkbox"/> External contractor <input type="checkbox"/> Other (please specify):
Data transmissions and transfer(s)
<input checked="" type="checkbox"/> Other EU institutions/agencies/bodies <input type="checkbox"/> Other recipients within the EU (e.g. NCAs) <input type="checkbox"/> To third countries If selected, please specify: Whether suitable safeguards have been adopted: <input type="checkbox"/> Adequacy Decision of the European Commission ² <input type="checkbox"/> Standard Contractual Clauses (SCC) <input type="checkbox"/> Binding Corporate Rules (BCR) <input type="checkbox"/> Administrative Arrangements between public Authorities (AA) <input type="checkbox"/> To international organisations 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:

AUTOMATED DECISION MAKING

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:

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

<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes In case of an automated decision-making or profiling, please explain:
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RETENTION PERIOD & SECURITY MEASURES

Retention period
How long will the data be retained? Up until 7 years.....
For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised: <input checked="" type="checkbox"/> No <input type="checkbox"/> 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 'Description and Purpose of the Processing'.
Security of Processing – detailed analysis
<ul style="list-style-type: none">• Please indicate how and where the data processed are stored (e.g. Share Point / cloud): MIPS+, NEO tool managed by AMEX.....• Technical & Organisational Security measures adopted: <input checked="" type="checkbox"/> Controlled access to ICT-system/controlled access codes <input type="checkbox"/> Restricted access to physical location where data is stored <input type="checkbox"/> Pseudonymisation and Encryption <input type="checkbox"/> Back-up <input type="checkbox"/> Audit trails <input type="checkbox"/> Confidentiality agreement/clause <input type="checkbox"/> Test the effectiveness of security measures adopted <input checked="" type="checkbox"/> Training of staff <input type="checkbox"/> Other (please specify):