

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

### ► **Oneboarding** (Newcomer and Induction Management Automation Tool)

#### Contents

General information.....	1
Description and Purpose of the Processing .....	2
Data Subject's Rights.....	3
Categories of Data Subjects & Personal Data .....	3
Categories of Recipients & Data Transfers.....	4
Automated Decision Making.....	5
Retention Period & Security Measures .....	5

#### 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) <sup>1</sup> .
Contact Details of the (internal) Data Controller
Head of EIOPA's HR Unit Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:DataController@eiopa.europa.eu">DataController@eiopa.europa.eu</a>
Contact Details of the Data Protection Officer
Eleni Karatza Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:dpo@eiopa.europa.eu">dpo@eiopa.europa.eu</a>
Contact Details of Processor
EIOPA's Team/Unit/Department responsible for the processing: - 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

Description of Processing
<p>The processing of personal data is performed via the Newcomer and Induction Management Automation Tool ('OneBoarding') for the following purposes:</p> <ul style="list-style-type: none"><li>i. provide line managers and EIOPA horizontal services (HR, IT, Security, Corporate Services), as well as services in charge of induction sessions, with the necessary information related to newcomers;</li><li>ii. assure that the various steps concerning the onboarding and induction of EIOPA staff members (TA, CA), SNEs and other collaborators (trainees, interim staff, consultants) for the purpose of this privacy statement for simplicity all together: 'staff members', are rightfully implemented;</li><li>iii. centralise the requests for consultants into a workflow.</li></ul>
Purpose (s) of the processing
<p><input checked="" type="checkbox"/> Staff administration</p> <p><input checked="" type="checkbox"/> Relations with external parties</p> <p><input type="checkbox"/> Procurement and accounting</p> <p><input checked="" type="checkbox"/> Administration of membership records</p> <p><input type="checkbox"/> Auditing</p> <p><input checked="" type="checkbox"/> Information administration</p> <p><input type="checkbox"/> Other (please give details): .....</p>
Lawfulness of Processing
<ul style="list-style-type: none"><li>• Legal Basis justifying the processing:<ul style="list-style-type: none"><li>- For TAs and CAs: Staff Regulations (EU)<sup>2</sup> in particular Articles 27 to 34 thereof, Articles 11 and 91 of the CEOS, EIOPA Decision laying down rules on the secondment of national experts (EIOPA-MB- 17/013 of 13/03/2017).</li><li>- For SNEs and trainees: Management Board Decision of 13 March 2017 laying down Rules on the Secondment of National Experts (EIOPA-MB-17/013), Policy on traineeships at EIOPA.</li><li>- For consultants/interim staff: German law on temporary agency workers - Arbeitnehmerüberlassungsgesetz" (AÜG).</li></ul></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></ul></li></ul>

<sup>2</sup> Regulation (EU) No 31 (ECC), 11(EAEC) laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community OJ P 045 14.6.1962, p. 1385

- ☐ for compliance with a legal obligation to which the Controller is subject
- ☐ 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
- ☐ in order to protect the vital interests of the data subject or of another natural person
- Or
- ☐ 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:

- 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 [human.resources@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](mailto: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)).

## Categories of Data Subjects & Personal Data

### Categories of Data Subjects

- ☒ EIOPA permanent staff, Temporary or Contract Agents
- ☒ SNEs
- ☐ Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)
- If selected, please specify: .....
- ☒ Providers of good or services (interim Staff members, consultants)

- ☐ Complainants, correspondents and enquirers
- ☐ Relatives and associates of data subjects
- ☒ Other (please specify): Trainees

#### Categories of personal data

##### (a) General personal data:

The personal data contains:

- ☒ Personal details (name)
- ☐ Education & Training details
- ☒ Employment details: Information necessary to identify the individual and his/her function at EIOPA (Name, Contract type, starting date, Job title, Line Manager, Department/Unit/ Team, staff ID number, PerID number) as well as other information like ethics clearance status, induction sessions' attendance, etc
- ☐ Financial details
- ☐ Family, lifestyle and social circumstances
- ☐ Other (please give details): ...

##### (b) Special categories of personal data

The personal data reveals:

- ☐ Racial or ethnic origin
- ☐ Political opinions
- ☐ Religious or philosophical beliefs
- ☐ Trade union membership
- ☐ Genetic or Biometric data
- ☐ Data concerning health, sex life or sexual orientation

#### Categories of Recipients & Data Transfers

##### Recipient(s) of the data

- ☒ Managers of data subjects
- ☒ Designated EIOPA staff members
  - If selected, please specify:
    - Limited staff members from the HR Unit, Legal Unit, IT Unit, Security Function, or Corporate Services Team (with regard to information such as the PERID number, thics clearance)
- ☐ Relatives or others associated with data subjects
- ☐ Current, past or prospective employers
- ☐ Healthcare practitioners
- ☐ Education/training establishments
- ☐ Financial organisations
- ☐ External contractor
- ☒ Other (please specify):

- All EIOPA staff members (with regard to the name of staff member, starting date, position, line manager's name, Department/Unit/Team related to the staff member, Staff ID Number).

- Data can also be transferred for specific purposes (complaints/audits) to other EU institutions and bodies (OLAF, the Court of Auditors, EDPS, EU Courts), as well as to external lawyers or national courts.

#### Data transmissions and transfer(s)

☒ Other EU Institutions/Agencies/Bodies

If selected, please specify: see above

☒ To other recipients within the EU: see above

☐ To third countries N/A

If selected, please specify: .....

Whether suitable safeguards have been adopted:

☐ Adequacy Decision of the European Commission<sup>3</sup>

☐ Standard Contractual Clauses (SCC)

☐ Binding Corporate Rules (BCR)

☐ Administrative Arrangements between public Authorities (AA)

☐ To international organisations N/A

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:

☒ No

☐ Yes

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

.....

### Retention Period & Security Measures

#### Retention period

How long will the data be retained?

<sup>3</sup> Third countries for which the European Commission has issued adequacy decisions are the following: Adequacy decisions (europa.eu)

The personal data are stored for the period of employment of the staff member and, in addition, for another 5 (five) years following their departure from EIOPA, and are deleted in an annual exercise at the end of that year.

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).

#### Security of Processing – detailed analysis

- Please indicate how and where the data processed are stored (e.g. Share Point / cloud):  
in Share Point (ERIS)
- Technical & Organisational Security measures adopted:
  - ☒ Controlled access to ICT-system/controlled access codes
  - ☐ Restricted access to physical location where data is stored
  - ☐ Pseudonymisation and Encryption
  - ☐ Back-up
  - ☒ Audit trails
  - ☒ Confidentiality agreement/clause
  - ☐ Test the effectiveness of security measures adopted
  - ☒ Training of staff
  - ☐ Other (please specify): .....