



EIOPA-DPO-20-08

Record of personal data processing in the context of E-finance workflows (Art.31(5) Regulation (EU)1725/2018¹)

EIOPA's Data Controller

The controller responsible for the processing is EIOPA's Executive Director.

Address and email address of the controller:

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

fausto.parente@eiopa.europa.eu

EIOPA's Data Protection Officer

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

dpo@eiopa.europa.eu

External Processor(s) / Joint Controller(s)

N/A

Purpose of the processing

Audit information containing names, User IDs, and other information about users (department, line manager, contact details) may be captured in ERIS ('EIOPA Records & Information System'), in the following scenarios:

- Being assigned a workflow task, or completing a workflow task.
- Being added to a security group, and thereby granted access to a site, document library or document.

The data are collected and retained for staff administration, relations with external parties, procurement and accounting, auditing and information administration in the framework of the electronic (e)-finance workflows. The e-finance workflows ensure auditability, increased efficiency and higher speed as the work is done in a paperless environment.

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

Categories of data subjects & Personal data collected

The personal data collected may include personal details, and/or education & training details, and/or employment details, and/or financial details of:

- EIOPA staff members/Seconded National Experts/ trainees;
- members of EIOPA's Board of Supervisors, Management Board, Board of Appeal, Stakeholder Groups, Working Groups and Panels;
- participants of seminars and events organised by EIOPA
- providers of goods and services.

Recipients of personal data

- Participants in the e-finance workflows (EIOPA staff members): Operational Initiating Agents, Financial Initiating Agents, Financial Verifying Agents, Operational Verifying Agents and Workflow Authorising Officers have received a delegation by the Executive Director to carry out this task;
- Internal and external auditors.

Transfer of personal data to a third country or international organisation. If so, to which ones and with which safeguards?

No personal data are sent to a third country or an international organisation in the context of this processing activity.

Retention period

For workflow data (stored in SharePoint) and workflow outputs (stored in SharePoint lists in the eFinance site): the retention period applicable for financial documents applies.

For SharePoint audit logs: 3 years.

Technical & organisational security measures taken

Several technical and organisational measures have been adopted in order to ensure the optimum security of the personal data collected in the context of this processing activity. More precisely:

- Electronic files are stored in EIOPA's document management system with restricted access rights;
- Additional measures such as back-ups and audit trails are also implemented.

Information on how to exercise data subject's rights

Data subjects may exercise the data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.

To exercise these rights, please contact: efinance@eiopa.europa.eu or DPO@eiopa.europa.eu.

For more information on the processing of your personal data and on how to exercise such rights, please refer to EIOPA's Legal Notice:

https://www.eiopa.europa.eu/legal-notice_en#PersonalDataProtection