

RECORD OF PROCESSING OPERATION¹ ON Staff Committee election

Nr.	Item	Description
1.0	Last update of this record	11.6.2019
1.1	Reference number	DP.HR.18.4_Staff Committee
1.2	Name and contact details of controller	Election Committee election.committee@eea.europa.eu
1.3	Name and contact details of joint controller(s) (where applicable)	N/A
1.4	Name and contact details of the processor (where applicable)	N/A
1.5	Name and contact details of the DPO	DPO@eea.europa.eu
1.6	Purpose of the processing	Personal data is collected and further processed for the purpose of the organisation and management of the election of members of the Staff Committee, which implies the establishment of the electoral register including those entitled to vote and to stand as candidates, the actual votes and the publication of the election outcomes, in compliance with the adopted rules governing the election of a staff committee of the EEA and the Decision of the EEA Management Board setting up a Staff Committee.
1.7	Description of categories of persons whose data the EEA processes and list of data categories	EEA staff members currently employed, including officials, temporary agents, contract agents and seconded national experts. The personal data collected and further processed relate to the following: - Voters: full name and employment category, and signature in the case of vote by letter - Candidates: full name, employment category, application and motivation for standing as candidates

¹ Record of EEA activities processing personal data, based on Article 31 of 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.

		- Elected candidates: full name, employment category and number of votes received
1.8	Time limit for keeping the data	Immediate destruction of the ballots in the absence of a quorum. With a quorum and no objections to the result then the ballots and electoral register destroyed 4 working days after publication of the results. If an objection is lodged, then maximum 20 working days after the results are published. The results of the election remain available up to the date the new Staff Committee is officially formed.
1.9	Recipients of the data	All staff members will have access to the electoral Register, the applications of the candidates, and the results of the election, through a publication on intranet. Members of the Election Committee will have access in addition to the votes.
1.10	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
1.11	General description of security measures (where possible)	For electronic voting, the EU survey tool will be used. It is secured by ECAS, the European Commission's Authentication Service. See further details in the EUSurvey specific privacy statement
1.12	Measures for providing additional information, including how data subjects may exercise their rights of access, rectification, data portability (where applicable), etc.	Additional information is displayed in the specific privacy statement available on the EEA intranet.