



NOTIFICATION FORM

FOR DATA PROCESSING OPERATIONS

Date of registration: 29.7.2011

Register No: HR6

INFORMATION TO BE GIVEN¹

1. Name of the data processing operation

Fixation of individual rights and payment of salaries

2. Data Controller

Programme or Group:	ADS 1/Human Resources Management
Function:	Head of Group
Contact person:	Catia Marigo, catia.marigo@eea.europa.eu

3. Description of the processing operation

3.1. Area of activity in which the processing is carried out

The purpose of the processing operation is to manage the rights and entitlements of statutory staff subject to the Staff Regulations and the corresponding payroll associated with those rights and entitlements.

3.2. Modalities for the processing operation

☒ Manual processing	The personal data is processed manually: the information is provided by the data subject him/herself; where the information provided relates to the financial situation of the data subject, he/she shall then sign for acknowledgment of the data provided. All original documents and information provided are filed by the HRM group in the personnel file of the data subject, with the exception of information and documents in relation to education allowances; those are filed and stored separately in the 'education files' kept by the HRM group in a locked office.
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¹ Please attach all necessary backup documents.

☐ Automated processing	
3.3. Are the Personal data processed by an entity external to EEA ('processor') <i>Yes</i>	
☐	Yes
☒	No

4. Lawfulness and purpose of the processing
4.1. Legal basis
- Staff regulation of Officials of the European Communities and Conditions of employment of other servants of the European Communities, and in particular Articles 19 to 27 and Articles 92 to 94 thereof - Service level agreement signed between EEA and the European Paymaster Office (PMO) granting the latter authority to process the information provided by EEA and sub-delegating AIPN powers as so required for the implementation of the agreement
4.2. Grounds for lawfulness <i>Article 5(a) of Regulation (EC) No 45/2001</i>
Processing is necessary for the performance of a task carried out in the public interest by the Community institutions and bodies which includes the processing of personal data necessary for the management and functioning of those institutions and bodies (Article 5(a) of Regulation (EC) No 45/2001).
4.3. Purpose of the processing <i>As stated in section 3.1 above</i>
As stated in section 3.1 above

5. Features of the processing operation
5.1. Categories of data subjects concerned <i>EEA</i>
All EEA statutory staff members, i.e. officials, temporary agents and contract agents
5.2. Categories of data <i>Personal data, professional data, financial data</i>
The data pertaining to the rights and entitlements of the data subject includes title, name, gender and age of the data subject; full career details with indication of category, grade, step and seniority in step; family situation including details about civil status, spouse or partner, children and family income when required to determine the right to certain allowances; data pertaining to the payroll includes summary sheets as received from the salary liaison officer of the PMO in Brussels.

6. Retention practice of personal data

Personnel files are kept locally for the duration of the person's contract with the EEA. Thereafter it is filed in the archive. Personnel files are kept for the period of 120 years in line with the Commission practice.

The separate files containing the education allowance information will be kept for up to three years locally and thereafter archived for a period up to 25 years.

7. Personal data processed for historical, statistical or scientific purposes

Purpose	Categories of data	Storage media
☐ Historical		☐ Anonymous ☐ Encrypted
☒ Statistical	Family data including No. of Children, Financial cost of all allowances.	☒ Anonymous ☐ Encrypted
☐ Scientific		☐ Anonymous ☐ Encrypted

8. Recipients or categories of recipients to whom the data might be disclosed

All recipients are on a 'need to know' basis: limited number of staff in the HRM group for the collection, processing and transfer of the of the information to the relevant departments of the PMO in Brussels

9. Proposed transfer of personal data to third countries or international organisations (Please tick whichever is applicable or indicate 'n/a' (not applicable))

☐ Yes	☒ No transfer of personal data to third party countries or international organisations.
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10. Information given to the data subjects (Which communication(s) have you foreseen to inform the data subject(s) as described in Articles 11 & 12 of the Regulation (EC) No 45/2001)

- Explanatory notes on calculation of salaries and allowances, pensions, annual adjustment of salaries and pensions are published and updated regularly on the EEA intranet and available for download
- Data subjects are provided with a copy of the 'salary input note' containing their personal data as provided to the salary liaison officer in the PMO and a privacy statement informing them inter alia on their rights as data subjects (see annex 1 to this notification).
- Information session and presentation on the pay slip are also given to staff on a regular basis

11. Procedures to enable data subjects to exercise their rights (as indicated in Articles 13 to 19 of the Regulation (EC) No 45/2001, i.e. access, rectification, blocking, erasure, objection)

See section 7 of the privacy statement attached as annex 1 to this notification.

Each staff member has a read/write access to his/her own data when submitting the required information to the HRM group. Each staff member has a right of access, rectification and update at any time to his/her own personnel file where copies of all information related to salaries and individual entitlement are kept. Each staff member may as well lodge a complaint and/or appeal pursuant to Article 90 of the Staff Regulations and the Conditions of Employment of Other Servants should he/she dispute the decision of the appointing authority concerning the fixation of his/her rights and entitlements.

12. Time limits for blocking and erasure of the different categories of personal data (on justified legitimate request from the data subject – Please, specify the time limits for every category)

Categories of data	Blocking	Erasure
Any data asked for	Usually immediately, but at maximum within 10 working days	Usually immediately but at maximum within 10 working days