



European Research Council
Executive Agency

Established by the European Commission

RECORD OF PERSONAL DATA PROCESSING

Art. 31 of the 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 (henceforth the "Data Protection Regulation")

Record n°

DPO 31/2020

In accordance with Article 31 of the data protection regulation, individuals whose personal data are processed by the Executive Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Executive Agency has to keep records of their processing operations.

This record covers two aspects:

1. Mandatory records under Art 31 of the data protection regulation (recommendation: make the header and part 1 publicly available)
2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out
- Record of a new data processing operation prior to its implementation
- Change of a data processing operation.
- Migration from notification to record

Publication of ERCEA staff data in the EU Whoiswho directory

1	Last update of this record if applicable	Publication in the EU Who is Who (external): Ares(2016)6741918 - 01/12/2016 .
2	Short description of the processing	<p>The EU Whoiswho is the official directory of the European Union. It is a directory of staff members at all EU institutions, bodies and agencies, where the professional details of ERCEA's statutory staff (Temporary and Contract Agents as well as SNEs) are published.</p> <p>The data of ERCEA statutory staff are transmitted on a weekly basis to the Publications Office database via an automatic extraction from ComRef.</p> <p>The EU Whoiswho also provides a complete directory</p>

version in PDF annually, which is archived for historical purposes, and bi-monthly extracts per institution (only management), which is not archived.

Part 1 - Article 31 Record

3	Function and contact details of the controller	<p>Head of the Human Resources Unit (ERCEA.D.2)</p> <p>ERC-RECRUITMENT@ec.europa.eu</p> <p>ERC-SYSPEP2@ec.europa.eu</p>
4	Contact details of the Data Protection Officer (DPO)	ERC-DATA-PROTECTION@ec.europa.eu
5	Name and contact details of joint controller (where applicable)	N/A
6	Name and contact details of processor (where applicable)	<p>Publication Office of the European Union (OPOCE)</p> <p>info@publications.europa.eu</p> <p>Directorate-General for Informatics (DG DIGIT)</p> <p>DIGIT-SYSPEP2-INTERNAL-SUPPORT@ec.europa.eu</p>
7	Purpose of the processing	The purpose of this processing operation is to promote transparency and to enable European citizens and persons or organisations to find the right contact persons.
8	Description of the categories of data subjects	<p>Whose personal data are being processed? In case data categories differ between different categories of persons, please explain as well (e.g. suspects vs. witnesses in administrative inquiries)</p> <p><input checked="" type="checkbox"/> EA staff: Contract Agents, Temporary Agents.</p> <p><input type="checkbox"/> Visitors to the EA</p> <p><input type="checkbox"/> Contractors providing goods or services</p> <p><input type="checkbox"/> Applicants</p> <p><input type="checkbox"/> Relatives of the data subject</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Witnesses</p> <p><input type="checkbox"/> Beneficiaries</p> <p><input checked="" type="checkbox"/> External experts: Seconded National Experts.</p> <p><input type="checkbox"/> Other, please specify _____</p>

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Description of personal data categories

Indicate **all** the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):

Categories of personal data:

- in the form of personal identification numbers
- concerning the physical characteristics of persons as well as the image, voice or fingerprints
- concerning the data subject's private sphere
- concerning pay, allowances and bank accounts
- concerning recruitment and contracts

[Generic job title and organisation (Department, Unit, Sector)].

- concerning the data subject's family
- concerning the data subject's career
- concerning leave and absences
- concerning missions and journeys
- concerning social security and pensions
- concerning expenses and medical benefits
- concerning telephone numbers and communications

[Professional telephone number]

- concerning names and addresses (including email addresses)

[Surname and first name (initials of the first name for non-management staff) and professional address].

- Other :please specify : _____

Categories of personal data processing likely to present specific risks:

- data relating to suspected offences, offences, criminal convictions or security measures
- data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)

Categories of personal data whose processing is prohibited, with exceptions (art. 10 new Regulation):

- revealing racial or ethnic origin
- revealing political opinions
- revealing religious or philosophical beliefs
- revealing trade-union membership
- concerning health
- genetic data, biometric data for the purpose of

10	Retention time (time limit for keeping the personal data)	<p>uniquely identifying a natural person</p> <p><input type="checkbox"/> concerning sex life or sexual orientation</p> <p><i>Specify any additional data or explanatory information on the data being processed, if any:</i></p> <p>Personal data appear on the EU Whoiswho as long as the data subject is an active staff member of the ERCEA.</p> <p>The annual complete directory version kept in the Archive section of the site is retained there for historical purposes.</p> <p>Bi-monthly extracts per EU institution are updated regularly, each new version overwrites the previous one (which is not archived).</p> <p>The retention period for the data backup is maximum 5 years.</p> <p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged?</p> <p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>
11	Recipients of the data	<p>General public: the data is publicly visible on https://op.europa.eu/en/web/who-is-who.</p> <p>Authorised staff of the Publications Office of the EU.</p>
12	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>N/A</p> <p>No transfer to third countries or international organisations is envisaged. However, the Who is Who is publicly available online and it can be accessed from also third countries and/or international organisation.</p>
13	<u>General</u> description of the technical and organisational security measures	<p>The internal processing is only carried out on the servers of the Publications Office of the EU. The IT systems of the Publications Office are managed by DG DIGIT.</p>

14	Information to data subjects/Specific Privacy Statement (SPS)	<p>A Data Protection Notice is available on the intranet page of the Agency:</p> <p>http://intranet.ercea.cec.eu.int/services/human-resources/priv/Pages/default.aspx</p> <p>The Record and Data Protection Notice of the EC EU Whoiswho – Official Directory of the European Union can be found at: https://ec.europa.eu/dpo-register/detail/DPR-EC-00447</p>
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