



Record of processing activity No 13 - Payroll management

Title	Payroll management
Name and contact details of controller	European Cybersecurity Industrial, Technology and Research Competence Centre (ECCC), People and Resources Unit – Corporate Services Sector – Human Resources (hr[at]eccc.europa.eu).
Name and contact details of DPO	ECCC Data Protection Officer: data-protection [at] eccc.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	- European Commission, Paymaster Office (PMO), (PMO-01-salaries@ec.europa.eu), based on the SLA with PMO. - European Commission DG HR / SYSPER 2 may also process payroll-related personal data under the applicable service arrangements/SLA.
Purpose of the processing	To calculate and execute the payment of salaries (remuneration) and individual financial entitlement of ECCC staff, as provided for in the Staff Regulations.
Description of data subjects	ECCC staff and former staff members, including temporary agents, contract agents, seconded national experts and trainees, where applicable. Family members/dependants, spouse/registered partner and other persons may be included where their data are necessary to determine the staff member's entitlements, allowances, social security or pension rights.
Description of data categories	Concerning ECCC staff: first name, surname, NUP/unique payroll number, personnel number, administrative status, category/grade/step, contract and service dates, place of origin and career/working-condition data relevant to payroll; data concerning pay, salary amounts, allowances, reimbursements, deductions, recoveries and bank accounts; Financial Identification Form and Legal Entity Form; data concerning social security and pensions; data concerning recruitment and contracts; data concerning leave/working pattern with payroll impact, such as maternity, paternity, parental or part-time leave. Supporting documents may include entry-into-service and end-of-service documents, copy of ID document where needed, certificates or evidence supporting place of origin, household allowance, marriage/divorce/legal separation/maintenance decisions, spouse/partner income, birth certificates of children/dependants, education allowance supporting documents, taking-up-duty/end-of-service travel and removal documents, installation/resettlement allowance and daily subsistence allowance supporting documents, and legal decisions impacting salary such as salary seizure notifications. Concerning family members/dependants: identification, family status, income, education, allowance, bank or entitlement-related information where necessary for calculating staff entitlements.
Time limits (for the erasure of data)	The personal data concerned will be kept for a maximum period of 7 years from the end of service. Data will be deleted at the end of this period. Data necessary for

	subsisting rights and obligations, including pension or dependant rights, may be retained for a longer period, including up to 10 years after the extinction of all rights of the person concerned and of any dependants, and for the period required for long-term pension/entitlement administration.
Security measures – General description	Access is restricted to authorised staff and processors on a need-to-know basis. Electronic information is stored in ECCC/Commission systems with role-based access controls, authentication and logging where available. Technical and organisational measures applicable to ECCC internal IT systems and to European Commission DG HR/SYSPER/PMO systems apply.
Data recipients	Within ECCC: authorised HR administration staff, Finance staff, Head of People and Resources/Corporate Services, HR Coordinator, Accounting Officer/Agency Accountant, Legal Staff, Director or delegated Appointing Authority/Authority Authorised to Conclude Contracts of Employment, and other authorised staff strictly on a need-to-know basis. Outside ECCC: authorised staff of the European Commission PMO and DG HR/SYSPER 2; duly authorised contractors supporting internal control or IT/administrative services where necessary and subject to appropriate safeguards; and EU bodies charged with monitoring, audit, control or investigation tasks under EU law, such as internal audit, the European Court of Auditors, OLAF and EPPO.
Transfers to third countries	No transfers of personal data outside the EU/EEA or to international organisations are foreseen.
Security measures – General description	Access is restricted to authorised staff and processors on a need-to-know basis. Electronic information is stored in ECCC/Commission systems with role-based access controls, authentication and logging where available. Technical and organisational measures applicable to ECCC internal IT systems and to European Commission DG HR/SYSPER/PMO systems apply.
Privacy statement	A Data Protection Notice for managing payments of salaries and individual is available on the ECCC intranet.