



Record of processing activity No 17 – Mission Management

<i>Title</i>	<i>Mission Management</i>
<i>Name and contact details of controller</i>	ECCC, Administration Unit, info [at] eccc.europa.eu
<i>Name and contact details of DPO</i>	data-protection [at] eccc.europa.eu
<i>Name and contact details of Joint Controller</i>	N/A
<i>Name and contact details of processor</i>	<ul style="list-style-type: none"> • GLOBAL BUSINESS TRAVEL B.V.B.A, which under the Interinstitutional Framework Contract: PMO.02.PR/2017/073 (lot 1)) provides for the relevant travel agency services. • MiPS, PMOs mission management tool, which is used to calculate entitlements and costs associated with missions carried out by ECCC staff in the interest of the service.
<i>Purpose of the processing</i>	<p>To provide for missions booking/organisation for the ECCC staff. The data processor (GLOBAL BUSINESS TRAVEL B.V.B.A) provides for the relevant travel agency services (travel and hotel accommodation). The provided travel agency services include NEO, the online booking tool for missions, authorised travel and any other work-related travel.</p> <p>To calculate entitlements and costs associated with missions carried out by the ECCC staff in the interest of the service.</p>
<i>Description of data subjects</i>	Statutory and non-statutory staff of ECCC, including TAs, CAs and SNEs.
<i>Description of data categories</i>	Personal data related to staff going on ECCC missions, i.e. name, destination, purpose of mission, period, choice of schedule, choice and location of accommodation, modes and time of transport, ancillary services, e.g. internet connection, mission report, etc.
<i>Time limits (for the erasure of data)</i>	<p>Files relating to financial transactions are to be retained in the archives for a period of 5 years following the discharge of the financial exercise. The discharge of the financial exercise is generally signified 2 years after the financial year, for a total of minimum 7 years for holding the personal data.</p> <p>Documents in MiPS</p> <p>All data is kept for 5+2 years; MiPS follows the discharge of the European Parliament. The missions therefore remain visible for 7 years, then the system hides them but it is still possible to retrieve them on request.</p>
<i>Data recipients</i>	<ul style="list-style-type: none"> • ECCC Finance team for treatment of the financial file; • PMO that calculates the mission reimbursement;

	<ul style="list-style-type: none"> • Director/ Heads of Units/ Authorising Officers to approve the financial transaction; • The European Commission ABAC/SUMMA system’s operators; • The data processor for the purpose of arranging travel and hotel accommodation for missions; Amadeous Global Distribution System (GDS) for airline bookings; hotel booking companies (sub-processors). • Other institutions delegates (Court of Auditors - IAS – OLAF-EPPO) for control of the financial file.
<p><i>Transfers to third countries</i></p>	<p>Mission management tool does not in general include transfers of personal data outside EU/EEA.</p> <p>Regarding the booking of travel tickets and hotel accommodation via the ECCCs processor (travel agency), transfer of personal data of an ECCCs staff member to a third country may take place, if the destination of the mission is outside EU/EEA (i.e. necessary transfer of personal data to airline companies and hotels residing in the place of destination - via Amadeous GDS and hotel booking companies). In such case, the transfer is based on article 50 (1)(a) & (b) Regulation (EU) 1725/2018 - derogation on the basis of data subject's consent and performance of a contract.</p>
<p><i>Security measures</i> –</p> <p><i>General description</i></p> <p><i>Privacy statement</i></p>	<p>[Redacted]</p>