



Record of processing activity No 18 – Personal files

Title	Record of processing operation “Personal Files”
Name and contact details of controller	ECCC, HR Unit, hr [at] eccc.europa.eu
Name and contact details of DPO	data-protection [at] eccc.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	European Commission, DG HR offering Sysper 2 system, under a specific SLA with the ECCC that includes also Sysper 2.
Purpose of the processing	The purpose of the processing is to create and maintain personal files of ECCC staff members, in accordance with Staff Regulations and in the context of NDP (“Numérisation des Dossiers Personnels”) in order to make them accessible to the staff members as well as to file managers to settle their rights as staff members throughout their career and afterwards where necessary, as required by the Staff Regulations and the Conditions of Employment of Other Servants (CEOS).
Description of data subjects	The data subjects are individuals who work for ECCC and their family members. This includes Statutory (temporary agents, contract agents), and non - Statutory staff (seconded national experts and trainees) and former staff members (since certain data need to be retained for a longer period if they relate to subsisting rights and obligations, e.g. pension rights)
Description of data categories	The individual personal file contains all the documents representing all the decisions taken by the ECCC with regard to a staff member or a former staff member, their relatives and the documents transmitted by the staff member at the time of recruitment and during their career. More specifically: <ul style="list-style-type: none"> • Surname, first name, personnel number, gender, nationality, address, telephone number, place of origin, ID/passport; • Date of birth, marital status, officially recognised registered partnership, identity and date of birth of spouse or partner, identity and date of birth of dependent children and date of adoption if relevant all including formal certificates of proof; • Study/educational certificates and copies of the diploma(s) attesting a successful completion of the required level of education and of any other diplomas obtained, including documents proving third language; • Courses/languages/training certificate(s); • Previous employment certificates and relevant information; • Bank information/Legal entity forms, establishment of rights (financial), Settlement of individual entitlements;

	<ul style="list-style-type: none"> • PMO declaration forms, JSIS confidential declaration form, declaration of arrival etc; • Recruitment files and medical fitness (certificate); • ECCC Unit to which the jobholder is assigned, place of assignment, category, grade, status, duration of contract, years of service, unique payroll number (NUP); • Data related to career development within the ECCC, including probationary period reports, staff evaluation report(s), performance evaluation reports (CDR), promotion(s), appraisal(s) reclassification(s), contract extension/ termination, assignment decisions etc; • Data related to rights and obligations of the staff member.
Time limits (for the erasure of data)	The personal data stored in the personal files will be retained for a period of 10 years as of the termination of employment or as of the last pension payment.
Data recipients	<ul style="list-style-type: none"> • Within the ECCC: The Authority authorised to conclude contracts of employment (AACC), the Head of Corporate Services Unit, the HR Coordinator, the Information and Compliance Officer, as well as HR and Finance staff on a need to know basis. • Outside ECCC: Designated staff of European Commission Sysper 2 (data processor) may have access to the data. Data is also transferred to the Paymaster's Office of the European Commission (PMO). Other duly authorised contractors of ECCC may get access to the data, subject to a substantiated request and if necessary for the provision of their services. • The data may also be available to EU bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, European Anti-fraud Office – OLAF, European Public Prosecutor’s Office – EPPO)
Transfers to third countries	No transfers outside EU/EEA are foreseen.
Security measures – General description	Security measures pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission, including network security measures.
Privacy statement	Available through ECCC intranet to all staff members.