Eurojust record of processing activity

Record of processing personal data activity, based on Article 31 of 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

Part I –Article 31 Record (this part is publicly available)

Nr.	Item	Description
	Management of personal data of Eurojust staff (Temporary Agents, Contract Agents) and Seconded National Experts (SNE) in e-HR	
1.	Last update of this record	15/10/2020
2.	Reference number	**HRU-011 (October 2020)**
3.	Name and contact details of controller	Head of HR, hohrconfidential@eurojust.europa.eu
4.	Name and contact details of DPO	dpo@eurojust.europa.eu
5.	Name and contact details of joint controller	N/A
6.	Name and contact details of processor	recruitment@eurojust.europa.eu: responsible for entering new recruits in e-HR hradmin@eurojust.europa.eu: responsible for the maintenance of the e-HR organisational chart and for entering and updating all information in the system.
7.	Purpose of the processing	Data is processed with the purpose of electronically managing the administrative data of Eurojust staff, SNE and their relatives in an electronic way, thus ensuring the effective and efficient management of the HR related daily information processing and compliance with the Staff Regulations, CEOS and implementing rules. E-HR is a stand-alone human resources management system and has no interaction with other systems e.g. SYSPER, ABAC. In the near future, e-HR will be replaced with SYSPER. Eurojust is in the process of implementing the basic SYSPER modules and when SYSPER is in full use by staff, e-HR will be decommissioned.

Nr.	Item	Description
8.	**Description of categories of persons whose data are processed and list of data categories**	Data subjects are temporary and contract staff currently working at Eurojust, or who previously worked at Eurojust as well as current and former SNEs. The data categories processed are: • Basic identification data (name, last name, personal number, NUP, gender, birth date, birthplace, country of birth, place of recruitment, place of origin and km distance to The Hague, nationality(ies), date of entry at Eurojust, date of entry in EU institutions, Eurojust email address) • Administrative career (current grade and step, step changes, confirmation on the post, reclassification) • Organisational assignments (unit, post number and job titles) • Contract information (contract type, start/end date of working relationship with Eurojust, termination reason) • Working conditions and associated requests (part time, unpaid leave, parental/family leave) • Leave information (leave balance, leave/special leave requests, sick leave, teleworking) • Time management (timesheet and recording of daily hours, overtime requests and declarations, recuperation of surplus hours worked) • Overtime requests and declarations • Entitlements (allowances, family allowances, expenses on entry/exit) • Family information (civil status, names and dates of birth of spouse, children and dependent relatives, start/end date of relationship) • Addresses (personal and emergency) Every time there is a change in the staff member's entitlements and a final decision has been reached, e-HR is updated accordingly and the HR Unit prints an entitlement modification letter available in e-HR to include in the staff member's personal files. All final decisions on staff entitlements are recorded in e-HR. The HR Unit can also produce employment certificates from e-HR upon the request of the staff member.
9.	**Time limit for keeping the data**	In general, personal data in e-HR should be stored until the end of the staff member's activity for Eurojust. Data related to subsisting rights and obligations have a retention period of 8 years after the expiry of all rights of the staff member

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		concerned and of any dependents, and for at least 120 years after the date of birth of the person concerned.
10.	**Recipients of the data**	Access to the data (e-HR and personal file) is granted to specifically authorised members of the HR Unit for management of the data for processing purposes for the procedures of which they are in charge.
		The Head of HR has also access to the data as data controller and Authorising Officer for the payment of salaries.
		Line managers have read-only access to a limited number of data (identity, working time, absences, information on administrative career, contract) necessary to fulfil their administrative role in approving leave, working time, overtime and teleworking requests and managing their subordinates.
11.	**Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?**	No
12.	**General description of security measures, where possible.**	The e-HR database is password protected under a single sign-on system and automatically connected to the user ID and password.
		The e-HR database has restricted access rights designed for each type of information. Access to members of the HR unit is given individually to each profile based on the need to know principle and following the type of job performed.
		Access may be allowed on a temporary and restricted basis to IT technicians for customization, development, updating technical tests, repair, support and improvement of the database.
		Access to the e-HR database is managed by Application Management following a reasoned request from the data controller.
13.	**For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:**	The DP notice for processing personal data in the context of Eurojust human resources procedures is published on the Eurojust intranet and public website.