



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
Leave management for Eurojust staff (TA, CA, SNE) in the HR electronic system (e-HR)		
1.	Last update of this record	
2.	Reference number	HRU-06 (June 2020)
3.	Name and contact details of controller	headofhrconfidential@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	hadmin@eurojust.europa.eu
7.	Purpose of the processing	To electronically manage the leave entitlements of Eurojust staff (TA, CA, SNE) in accordance with the Staff Regulations and the relevant implementing rules. Sick leave and special leave related to serious illness of relatives is covered under the record on Medical Services . For the types of leave that have a consequence on the staff member's salary, the process is described under the record on Salaries and Pensions.
8.	Description of categories of persons whose data are processed and list of data categories	Data subjects are Temporary staff, Contract staff and Seconded National Experts Data categories: <ul style="list-style-type: none"> • Annual leave <p>For each staff member, HR Admin grants in e-HR a certain amount of leave days annually based on the Commission Decision on Leave. Staff members then record their leave requests in e-HR for approval by their line manager. In case of a</p>

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		<p>leave balance greater than 12 days at the end of a given year, a reasoned request for carry-forward is sent to the Head of HR for approval.</p> <ul style="list-style-type: none"> • Special leave <p>The staff members record their special leave request in e-HR for initial approval by their line manager. Special leave is originally deducted by the staff member's annual leave balance. Upon production of relevant supporting documents, HR Admin approves the special leave and the leave balance is adjusted. Supporting documents are: marriage certificates, birth certificates, death certificates, adoption certificates, court summons, proof of change of address, document verifying that the staff member has voted in elections organised by a Member State, document confirming that a staff member has attended a job interview with an organisation, firm or private individual. For trade union leave, data processed include: the names of the delegates, the agreement of their immediate superior, the number of days requested, the nature of the activity and the program of the event for which the trade union leave is requested.</p> <ul style="list-style-type: none"> • Maternity leave <p>The staff member sends to HR Admin a document from the treating physician specifying the expected date of confinement and HR Admin inserts the maternity leave in e-HR.</p> <ul style="list-style-type: none"> • Special arrangement for breastfeeding <p>Data processed include a form signed by the treating physician declaring that it is necessary for the staff member to breastfeed for medical reasons in the specific case of the baby.</p> <ul style="list-style-type: none"> • Travelling time <p>Supporting documents showing the date of the journey, such as tickets, motorway toll tickets, receipts for petrol, restaurant/hotel bills and/or boarding cards.</p> <ul style="list-style-type: none"> • Parental/Family leave <p>The staff member record their parental/family leave request in e-HR for the approval of the line manager and HR Admin.</p> <ul style="list-style-type: none"> • Unpaid leave <p>Data processed include the form to request unpaid leave specifying the reason of request, the duration, the address the staff member will reside during the unpaid leave period, whether the staff member will engage in an activity –paid or unpaid during the period of unpaid leave and details of this activity. The form is forwarded to the line manager for initial approval, the Head of HR for opinion and to the Appointing Authority for final decision. Once the request is approved, the staff member pay enter the unpaid leave request in e-HR.</p>

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9.	Time limit for keeping the data	<p>All email communication with staff members regarding special leave is kept in a dedicated folder in the HR Admin mailbox accessed only by member of the HR Admin team and is deleted on a yearly basis by HR Admin as soon as the leave for the previous year is adjusted (normally by end February).</p> <p>Supporting documents for special leave (with the exception of marriage certificates for the staff member, birth certificates for the staff member's child, death certificates for spouse/child of staff member and adoption certificates) are kept in a dedicated folder and are destroyed on a yearly basis as soon as the leave for the previous year is adjusted (normally by end February).</p> <p>Marriage certificates for the staff member, birth certificates for the staff member's child, death certificates for spouse/child of staff member and adoption certificates are kept in the staff member's personal file and are destroyed immediately after the staff member leaves the service (notwithstanding the obligation to transfer the personal file to another agency in accordance with Art 10 College Decision 2016-06).</p> <p>The form on unpaid leave is kept in the staff member's personal file for at least 120 years after the date of birth of the person concerned as per AD 2018-05.</p> <p>Currently leave information in e-HR is not deleted. Annual and special leave information in e-HR should in principle be deleted after 2 years. This time limit is needed to ensure HR Admin has enough time to ensure any retroactive updates to the data needed. Maternity, parental and family leave should be deleted after the staff member has left the service. The HR Unit is in contact with the e-HR provider to discuss how to implement this change in the system.</p>
10.	Recipients of the data	<p>Access to the staff member's leave data in e-HR is granted to the staff member's line manager as he is responsible for approving leave requests submitted by the staff member.</p> <p>Access to the staff member's leave data (e-HR and personal file) is granted to the members of the HR Admin team, as they are responsible for monitoring the implementation of the Commission Decision on leave and for managing the staff members' leave entitlements.</p> <p>Access to the staff member's data leave (e-HR and personal file) is already granted to the Head of HR as data controller and ultimate responsible for all HR processes.</p> <p>Access to e-HR data only may be allowed temporarily and on a restricted basis to IT technicians for customization, development, updating, technical tests, repair, support and improvement of the</p>

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		database.
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.	<p>The personal files of staff members are kept in locked cabinets in an access-controlled office.</p> <p>The e-HR database is password protected under single sign-on system and automatically connected to the user ID and general password.</p> <p>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.</p> <p>Access to the e-HR database is managed by Application Management following a reasoned request from the Data controller.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	A Data Protection notice is published in the Eurojust intranet and public website.