

### Record of processing activities regarding the functioning of the EIT Staff Committee

Nr	Item	Description
1	Reference number	DPO-61
2	Name of the data controller, the data protection officer and processor, if applicable and contact details	<p>The <b>data controller</b> is the EIT Staff Committee.</p> <p>Contact e-mail: <a href="mailto:StaffCommittee@eit.europa.eu">StaffCommittee@eit.europa.eu</a></p> <p>Contact e-mail of the <b>Data Protection Officer</b>: <a href="mailto:EIT-DPO@eit.europa.eu">EIT-DPO@eit.europa.eu</a></p>
3	Purposes of the processing	<p>The main purpose of processing personal data is to ensure Staff Committee is operational and able fulfil its tasks during its mandate, as laid down in the Staff Regulations.</p> <p>In line with the Staff Regulations and the Decision of the Governing Board on setting up a Staff Committee, the latter represents the interests of the staff vis-à-vis EIT and maintain continuous contact between the EIT and their staff. Therefore, the Staff Committee contributes to the smooth running of the agency by providing a channel for the expression of opinion by the staff.</p> <p>To fulfil its mandate, the Staff Committee engages in a range of activities, including but not limited to issuing opinions during requested consultations on matters such as public holidays, reclassifications, and working conditions, as well as on its own initiative. Additionally, the committee handles requests and complaints from staff related to their professional tasks.</p> <p>In carrying out these activities, the Staff Committee receives and processes personal information concerning members of the staff directly from the data subject or by other</p>

		staff members. Based on this information, the Staff Committee acts on a case-by-case basis, decides on issues to be flagged to the EIT and prepares the draft agenda for the meeting with the management. This meeting is reported in the minutes.
4	<b>Categories of data subjects</b>	EIT staff members (i.e. temporary staff, contract staff and other categories of staff referred to in Article 1 of CEOS, if any).
5	<b>Categories of the personal data processed</b>	<p>Personal data:</p> <ul style="list-style-type: none"> <li>- First name and last name</li> <li>- Contact details (e-mail address)</li> <li>- Job title &amp; organisational entity</li> <li>- Staff number and category</li> <li>- Length of employment</li> <li>- Personal data of the staff concerned from the e-mails sent to or from the Staff Committee or between Staff Committee Members, such as for example the views of the staff members on issues or the difficulties he or she is experiencing while performing their tasks or work; information from appraisal reports<sup>2</sup></li> <li>- In some cases, personal data from internal reports or documents</li> <li>- It cannot be excluded that special categories of personal data may be collected and processed in exceptional circumstances, for example where a staff member reports on particular issues or the difficulties he or she is experiencing (e.g. harassment).</li> </ul>
6	<b>Categories of data recipients</b>	<p><b>Within the EIT:</b></p> <ul style="list-style-type: none"> <li>- The personal data can be accessed only by Staff Committee members and alternates, if any and in the case of replacing the full members of the Staff Committee.</li> </ul> <p><b>Within the Commission:</b></p> <ul style="list-style-type: none"> <li>- The access to personal data may be granted to the Internal Audit Service of the Commission, Legal Service, OLAF upon request and only if necessary in the context of official investigations or for audit purposes.</li> </ul>

		<p><b>Within other EU institutions and bodies:</b></p> <ul style="list-style-type: none"> <li>- For the purpose of handling review procedures and litigation, access to the personal data may be granted to the European Ombudsman, the European Data Protection Supervisor, the General Court and the European Court of Justice upon request and to the extent necessary for handling the review procedure and litigation.</li> </ul> <p><b>Third parties subject to the GDPR<sup>1</sup> and third parties not subject to the GDPR:</b></p> <ul style="list-style-type: none"> <li>- N/A</li> </ul>
7	<b>Time limit storage</b>	Personal data processed within the functioning of the Staff Committee, including issues specific only to one/several staff members shall be kept for the duration of the appointed Staff Committee plus one year. If transmitted by e-mail, the personal information is stored in the functional mailbox of the Staff Committee, the e-file and/or the paper file is accessible for 3 months directly, after 3 months it will be moved to the mailbox archive.
8	<b>If applicable, transfers of personal data to a third country or to international organisation (if yes, the identification of that third country or international organization and the documentation of suitable safeguards)</b>	No
9	<b>General description of the technical and organisational security measures</b>	<b>Organisational measures:</b> the personal data of the data subjects is processed by the responsible EIT staff mentioned previously.

<sup>1</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

		<p>The Staff Committee is bound to ensure the <b>confidentiality</b> of the communications received from the staff (as well as from its own members) in the context of preparatory meetings and internal deliberations on opinions to be expressed to the EIT management. In particular, the opinions of the staff are conveyed to the management <i>only with the consent of the data subject and anonymously</i>, so as to exclude the identification of the persons concerned. Confidentiality obligation remains in effect following the end of the Staff Committee's term.</p> <p><b>Technical measures:</b> A functional mailbox EIT Staff Committee has been created (<a href="mailto:StaffCommittee@eit.europa.eu">StaffCommittee@eit.europa.eu</a>), which can be accessed only by (all) active members of the Staff Committee and alternates, if any. The rules and functioning of this functional mailbox are the same as those of other functional mailboxes operated by the EIT IT services.</p>
10	<p>For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the data protection notice:</p>	<p>Please consult the Data Protection page on the EIT's website:  <a href="https://eit.europa.eu/who-we-are/legal-framework/data-protection">https://eit.europa.eu/who-we-are/legal-framework/data-protection</a></p>