

Record of processing activities related to the payroll at the European Institute of the Innovation and Technology		
Nr	Item	Description
1	Reference number	DPO-64
2	Name of the data controller, the data protection officer and processor, if applicable and contact details	<p>The data controller is the Head of the Administration Unit.</p> <p>Contact e-mail: eithr2@eit.europa.eu</p> <p>Contact e-mail of the Data Protection Officer: EIT-DPO@eit.europa.eu</p> <p>The data processors:</p> <ul style="list-style-type: none"> • The Office for Administration and Payment of Individual Entitlements (the PMO).¹ Contact e-mail: PMO-DATA-PROTECTIONCOORDINATOR@ec.europa.eu • DG BUDG manages ABAC (Accrual Based Accounting), which is the financial and accounting application set up by the Commission.² Contact e-mail: budg-data-protection-coordination@ec.europa.eu • The European Research Council Executive Agency (ERCEA) which manages Speedwell³.

¹ SLA – ARES (2018)5881327 – 16/11/2018

² SLA Appendix 5a – Ares(2020)1332073- 03/03/2020

³ SLA – Ares(2022)1738813 – 09/03/2022

3	Purposes of the processing	The purpose of the personal data processing is to ensure the correct and accurate payment of the data subject's remuneration in accordance with the provisions of the Staff Regulations, CEOS and GB decision(s).
4	Categories of data subjects	EIT staff (temporary agents and contractual agents).
5	Categories of the personal data processed	<ul style="list-style-type: none"> - The surnames, first names; - dates of birth; - grade/step; - NUP; - salary amount, starting/ending date of remuneration; - salary amount; - data related to changes to salary amount (e.g. sickness insurance, parental leave, allowances); - data related to data subject's family (e.g. dependent children, number and their age); - data related to recruitment (e.g. grade) and contracts (partially); - data related to leaves and absences; - data related to Social Security and Pension schemes.
6	Categories of data recipients	<ul style="list-style-type: none"> - Within the EIT:

	<ul style="list-style-type: none"> - The personal data of the data subjects may be processed by the authorised EIT Finance and Procurement section staff, authorized EIT HR Section staff, the Head of Administrative Unit and EIT Director acting as OIA/FIA⁴, OVA/FVA⁵, RAO. - Access to the personal data may be given to the Internal Control Coordinator of the EIT by request of the EIT Director if necessary for the performance of the duties of Internal Control. <p>Within the Commission:</p> <ul style="list-style-type: none"> - Access to personal data may be granted to the Internal Audit Service of the Commission, the Legal Service of the Commission, OLAF upon request and only if necessary in the context of official investigations or for audit purposes. <p>Within other EU institutions and bodies:</p> <ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> - Third parties subject to the GDPR⁶ and third parties not subject to the GDPR: <p>We commit not to disclose or share any data with third parties, in accordance with the principles outlined in the Regulation (EU) 2018/1725.⁷</p>
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⁴ FIA has no access to the supporting documents which serves the basis of the establishment of personal data (grade, step, family composition, etc) therefore verification related to personal data cannot be performed.

⁵ FVA has no access to personal data (grade, step, family composition, etc) therefore financial verification related to personal data can't be performed.

⁶ 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)

⁷ 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 (OJ L 295, 21.11.2018, p. 39–98)

		Exceptionally, and if necessary, personal data related to payroll (e.g. in case of complaints management or court disputes) may be disclosed to law firms. The respective data recipient will handle your personal data in accordance with the instructions of the Data Controller (EIT). The agreement between the parties will include relevant provisions regarding data protection.
7	Time limit storage	<p>The EIT only keeps your personal data contained in the files related to payroll administration (reports, monthly file note, payroll simulation and inter-agency balances) for the time necessary to fulfil the purpose of collection or further processing, namely for 7 years.</p> <p>However, personal data is also kept until the end of a possible audit if it started before the end of the above-mentioned period.</p> <p>For the data stored in ABAC please see the corresponding data protection record (section retention period): https://ec.europa.eu/dpo-register/detail/DPR-EC-00301.3</p> <p>Speedwell: all supporting documents uploaded in Speedwell either by the financial actors or automatically from ABAC are merged in a single document which is attached for justification purposes in ABAC at the end of the transaction. The few documents directly attached into Speedwell (emails, notes to the file) and not marked as 'confidential' are also kept in the system for five years.</p>
8	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)	No

9	<p>General description of the technical and organisational security measures</p>	<p>Organisational measures: include appropriate access rights and access control - the personal data of the data subjects is processed only by the authorised EIT staff with a legitimate need to know basis needed for the purposes of this processing operation.</p> <p>Technical measures: several safeguards are in place including protections against online threats, data loss, unauthorised alterations, and breaches, tailored to the sensitivity of the data and the risks associated with processing.</p> <p>All electronic data, including emails and documents, are stored on the servers of the EIT or those of its contracted service providers.</p> <p>For ABAC, technical and organisational security measures are described in the corresponding data protection record: https://ec.europa.eu/dpo-register/detail/DPR-EC-00301.3</p> <p>For Speedwell, the datasets are safeguarded on dedicated servers of the EC Data Centre in Luxembourg. DIGIT appropriately secures these servers, in order to ensure the integrity, confidentiality and availability of the institution's electronic assets. The servers are secured by badge and password. They are secured by the numerous defensive and security measures to protect the integrity and confidentiality of the electronic assets of the institution.</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:</p> <p>https://eit.europa.eu/who-we-are/legal-framework/data-protection</p>

Signature of the data controller

(Approval is given via a workflow in ARES in place of a handwritten signature)



Annex: Privacy statement