

	Record ¹ of processing activities				
	Regarding the renewal of contracts of Temporary and Contract Agents of the European Institute of Innovation and Technology				
Nr	Item	Description			
1	Reference number	DPO-08			
2	Name of the data controller, the data protection officer and processor ² , if applicable and contact details	The data controller is the Head of the Administration Unit. Contact e-mail: (<u>HR@eit.europa.eu</u>). Contact e-mail of the Data Protection Officer : <u>EIT-DPO@eit.europa.eu</u>			
3	Purposes of the processing	The purpose of the processing operation is to take a decision on the renewal of staff members' contracts and to manage the contract renewal procedure. The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data.			
4	Categories of data subjects	The data subjects are all the temporary and contract agents at the EIT.			
5	Categories of the personal data processed	The following types of personal data are processed for the above-mentioned purposes in accordance with the Regulation: name, contact details (email and/or phone number, mail address), personnel number, post title, operational job title, administrative status, contract type, function group, grade and step, data included in appraisal reports and objectives.			

¹ In line with 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

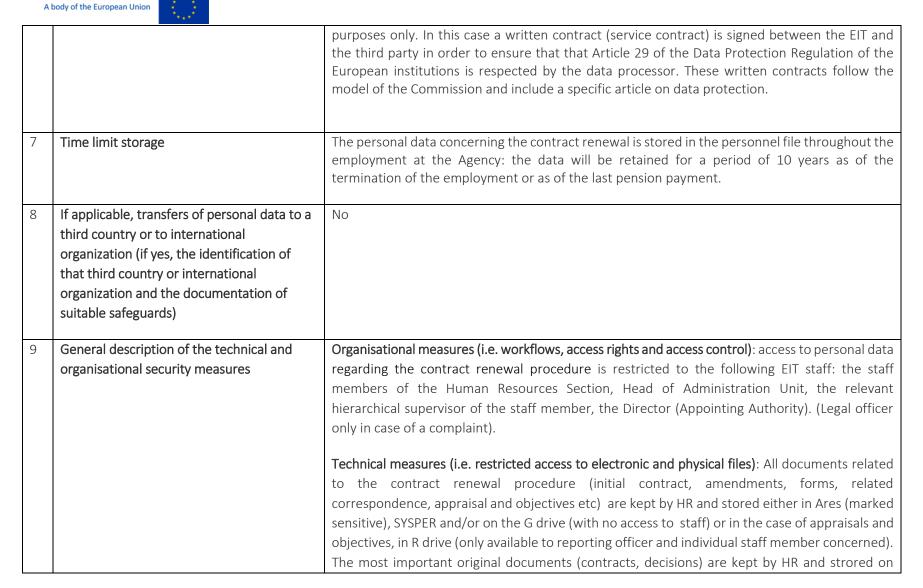
² For more information., please see below (categories of data recipients).



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6	Categories of data recipients	Within the EIT:			
		The personal data is processed by the EIT authorised staff: The staff members of the Human Resources Section, Head of Administration Unit, the relevant hierarchical supervisor of the staff members, the Director (Appointing Authority). (Legal officer only in case of a complaint). Access will be given to the Internal Auditor of the EIT by request and if necessary for the performance of the duties of the Internal Auditor: depending on the nature and the scope of the specific audit, the Internal Auditor will be given access to personal data which is relevant for and serves the purpose of the specific audit exercise.			
		Within the Commission and other EU institutions and bodies:			
		For the purpose of ensuring the financial rights of the staff member after the contract renewal and for contract management reasons, access to the personal data is given to the PMO.			
		Authorised staff of the following EU institutions may have access to relevant personal data for audit control or investigation purposes: Court of Auditors, Internal Audit Service of the European Commission, European Anti-Fraud Office (OLAF).			
		For the purpose of handling review procedures and litigation, access to the personal data may be granted also 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.			
		Third parties subject to the GDPR ³ and third parties not subject to the GDPR:			
		Exceptionally and if necessary, information concerning the contract renewal procedure may be disclosed to third parties subject to the GDPR, such as external lawyers, for specific and limited			

³ 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)











		paper in a closed cupboard in the staff member's personal file and in Ares (marked 'sensitive' (where applicable)).
10	For more information, including how to exercise rights to access, rectification,	Please see the privacy statement annexed to the record as Annex.
	object and data portability (where applicable), see the privacy statement:	Please consult the Data Protection page on the EIT's website:
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Signature of the data controller

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

Annex: Privacy statement