



**Record¹ of processing activities regarding the management of MFA ID cards of the staff of
the European Institute of Innovation and Technology**

| Nr | Item | Description |
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| 1 | Reference number | DPO-40 |
| 2 | Name of the data controller, the data protection officer and processor ² , if applicable and contact details | <p>The data controller is the Head of Services and Finance Unit of the EIT.</p> <p>Contact e-mail: MFA@eit.europa.eu</p> <p>Contact e-mail of the Data Protection Officer: EIT-DPO@eit.europa.eu</p> |
| 3 | Purposes of the processing | <p>In line with the Host Agreement, the purpose of the processing of personal data is to ensure the registration of new EIT staff members (or seconded national experts) and the members of their family forming part of their household at the Protocol Office of the Ministry of Foreign Affairs of Hungary and Trade and to ensure the issuance (and renewal-replacement) of the special ID cards issued by the Ministry ('MFA ID cards'). MFA cards are issued for EIT staff members and seconded national experts if they are not nationals of or permanent residents in Hungary.</p> |

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 (OJ L 295, 21.11.2018, p. 39–98)

² For further information, please see "Categories of data recipients"



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| | | <p>Notification of appointments, issuance of MFA ID cards:</p> <ol style="list-style-type: none"> 1. The Protocol Office of the Ministry of Foreign Affairs and Trade should be notified of the arrival of new staff members (and seconded national experts) of the EIT and family members forming part of their household. Notifications of arrival should be sent to the Protocol Office, together with a duly completed registration form ('Notification of appointment form' – 'Bejelentőlap') that may be downloaded from www.kulugyminiszterium.hu/DTWebe/, passport(s), two passport photographs and a specimen signature within five working days of the arrival in Hungary. The registration form must be signed by the EIT Director and stamped with the EIT's official stamp. <p>Each year the EIT shall send a list of the names and addresses of the Director, the statutory staff, as well as the seconded national experts to the Ministry of Foreign Affairs and Trade.</p> <ol style="list-style-type: none"> 2. At the request of the EIT, the Ministry of Foreign Affairs and Trade shall issue to the Director, the statutory staff, to the seconded experts and to the members of their family forming part of their household, provided they are not nationals of or permanent residents in Hungary, MFA ID cards certifying the position and status of the person. <p>The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data.</p> |
| 4 | Categories of data subjects | The data subjects are the staff of the EIT and the seconded national experts and their family members, as referred to in Article 16 of the Host Agreement signed between the EIT and Hungary. |
| 5 | Categories of the personal data processed | <p>The following types of personal data are processed for the above-mentioned purposes in accordance with the Data Protection Regulation:</p> <ul style="list-style-type: none"> - First name, last name; - Mother's maiden name; - Place of birth; |



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| | | <ul style="list-style-type: none"> - Passport photographs and specimen signature; - Type of visa (if necessary); - Name and rank of the predecessor and the date when he/she completed his/her tour of duty and left Hungary; - Previous assignments – if any – in Hungary; - Expected date of end of tour of duty; - Address of Hungarian residence; - In case of grown-up children between 23 and 26 years of age: valid certificate of school attendance for regular students of a Hungarian college/university, showing the grade or the class which is attended by the grown-up child. |
| 6 | <p>Categories of data recipients</p> | <p>EU institutions and bodies:</p> <ul style="list-style-type: none"> - Within the EIT: <p>The personal data of the data subjects are processed by the EIT authorised staff: the Logistics Assistant(s), the HR Section, Head of Services and Finance Unit, Director.</p> <p>Access will be given to the Internal Auditor of the EIT by request if necessary for the performance of the duties of the Internal Auditor.</p> <ul style="list-style-type: none"> - Within the European Commission and other EU institutions and bodies: <p>The authorised staff that 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).</p> <p>Access to the personal data may be granted also to the European Ombudsman and the European Data Protection Supervisor upon request, the General Court and the European Court of Justice to the extent necessary for handling the review procedure and litigation.</p> |



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| | | <ul style="list-style-type: none"> - Third parties subject to the GDPR³ and third parties not subject to the GDPR: <p>Personal data of the data subjects shall be disclosed to the Protocol Office of the Ministry of Foreign Affairs of Hungary, in line with the Host Agreement.</p> |
| 7 | Time limit storage | The EIT keeps the personal data for the time necessary to fulfil the purpose of collection or further processing, namely for <i>5 years</i> as from the approval of the request (as aligned with the EIT Specific Retention List). |
| 8 | If applicable, transfers of personal data to a third country or to international organization (if yes, the identification of that third country or international organization and the documentation of suitable safeguards) | Please see “6. Categories of data recipients” |
| 9 | Legal basis and lawfulness | <p>1) General legal basis:</p> <ul style="list-style-type: none"> - Regulation (EU) 2021/819 of the European Parliament and of the Council of 20 May 2021 on the European Institute of Innovation and Technology (recast)⁴ (EIT Regulation), and in particular Article 15, and Section 6 of the Statutes annexed to the EIT Regulation; |

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, OJ L 119, 4.5.2016, p. 1–88)

⁴ OJ L 189, 28.5.2021, p. 61–90



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| | | <ul style="list-style-type: none"> - The Protocol on the Privileges and Immunities of the European Union⁵, and in particular Article 18 thereof, - Decision taken by Common Agreement between the Representatives of the Governments of Member States of 18 June 2008 on the location of the seat of the EIT (2008/634/EC) provides that the EIT shall have its seat in Budapest⁶ - Host Agreement between the EIT and the Government of the Republic of Hungary (Act CLXVI of 2010 on the promulgation of the Headquarters Agreement between the European Institute of Innovation and Technology and the Government of the Republic of Hungary) <p>2) Specific EIT legal basis: None</p> <p><u>Lawfulness of the processing operation, the consent of the data subject</u></p> <p>In line with Article 5(a) of Regulation No. (EU) 2018/1725, the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the EIT. In line with the Host Agreement, the purpose of processing personal data is to provide these data for the registration at the Protocol Office of the Ministry of Foreign Affairs and Trade of Hungary.</p> |
| 10 | General description of the technical and organisational security measures | Access to personal data processed by the EIT is limited to the designated staff of the EIT on a need-to-know basis. Technical measures are in place. |

⁵ OJ C 326, 26.10.2012, p. 266–272

⁶ OJ L 206, 2.8.2008, p. 16–16



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| 11 | For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement: | https://eit.europa.eu/who-we-are/legal-framework/data-protection |
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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