

**Record of processing activities regarding the election
and functioning of the Staff Committee of the EIT**

Nr	Item	Description
1	Reference number	DPO-21
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 Services and Finance Unit.</p> <p>Contact e-mail:</p> <ul style="list-style-type: none"> - Elections: HR@eit.europa.eu, Eithr2@eit.europa.eu - Functioning of the Staff Committee: StaffCommittee@eit.europa.eu <p>The Data Protection Officer of the EIT is Nora TOSICS.</p> <p>Contact e-mail: EIT-DPO@eit.europa.eu</p>
3	Purposes of the processing	<p>The main purpose of processing personal data is to set up the Staff Committee of the EIT and to ensure its functioning according to the relevant framework.</p> <p>In line with the Staff Regulations and the EIT Governing Board Decision on setting up a Staff Committee, the Staff Committee represents the interests of the staff vis-à-vis EIT and maintain continuous contact between the EIT and its staff. Therefore, the Staff Committee contributes to the smooth running of the EIT by providing a channel for the expression of opinion by the staff.</p> <p>The elections being held regularly at the EIT shall ensure that the Staff Committee is operational and able fulfil its tasks.</p> <p>The processing includes in particular the following steps: creation of the list of candidates and the list of voters, setting up the Election Committee, managing the election and complaint</p>

		handling, functioning of the Staff Committee.
4	Categories of data subjects	<p>The following types of personal data are processed for the above mentioned purposes in accordance with the Data Protection Regulation of the EU institutions¹:</p> <ul style="list-style-type: none"> - EIT staff members (i.e. officials, temporary staff, contract staff and other categories of staff referred to in Article 1 of CEOS²) eligible to vote and stand for election, in line with the Rules governing the election of the Staff Committee, - EIT staff members (i.e. officials, temporary staff, contract staff and other categories of staff referred to in Article 1 of CEOS), seconded national officials, interim staff and trainees, whose data is processed during the functioning of the Staff Committee.
5	Categories of the personal data processed	<p>During the elections:</p> <p>Personal data:</p> <ul style="list-style-type: none"> - First name and last name; - Contact details (e-mail address); - Job title and organisational entity; - Staff category; - Length of employment. <p>The following categories of personal data are processed:</p> <ul style="list-style-type: none"> - the list of staff members eligible to vote includes the name, the staff number and the staff category; - the list of staff members eligible to stand for election indicates the name and the staff category; - for the Election Committee members the name is processed;

¹ 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 Conditions of Employment of Other Servants - see the consolidated version of the Staff Regulations: OJ P 045 14.6.1962, p. 1385

		<ul style="list-style-type: none"> - the list of approved candidacies; - when the result of the election is announced, the name and staff category of the elected and alternate members are published; - in case of complaints only the name and staff category of the staff member(s) concerned are processed. <p>Within the functioning of the Staff Committee:</p> <ul style="list-style-type: none"> - Other types of personal data depending on the nature of the issues handled by the Staff Committee, including issues specific only to one/several staff members, personal complaints.
6	Categories of data recipients	<p>Within the EIT:</p> <ul style="list-style-type: none"> - Staff members of the HR Section, Head of Services and Finance Unit, Director, Legal Officer (only in case of a complaint); - Member(s) of the Election Committee; - Staff members (list of those eligible to vote and stand); - Members of the Staff Committee: only for issues handled during the functioning of the Staff Committee; - 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. <p>Within the Commission and EU institutions and bodies:</p> <ul style="list-style-type: none"> - 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. - 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 and to the extent necessary for handling the review procedure and litigation.

		<p>Third parties subject to the GDPR³ and third parties not subject to the GDPR:</p> <ul style="list-style-type: none"> - Exceptionally and if necessary, information concerning the Staff Committee elections and Staff Committee functioning may be disclosed to third parties subject to the GDPR, such as external lawyers (advocates), for specific and limited purposes only. In this case a written contract (service contract) is signed between the EIT and the third party in order to ensure that that Article 29 of the Data Protection Regulation of the EU institutions is respected by the data processor. These written contracts follow the model of the Commission and include a specific article on data protection.
7	Time limit storage	Personal data processed within the Staff Committee election and the functioning of the Staff Committee, including issues specific only to one/several staff members shall be kept for 7 years after the end of the Staff Committee term.
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 organisation and the documentation of suitable safeguards)	No
9	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p>Please see the privacy statement annexed to the record as Annex.</p> <p>Please consult the Data Protection page on the EIT's website: 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)

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)

