



EUROPEAN COMMISSION

Innovation and Networks Executive Agency

RECORD OF PERSONAL DATA PROCESSING ACTIVITY

In accordance with Article 31 of the [Data Protection Regulation for EUIs](#)¹ (hereinafter referred to as the Regulation), individuals whose personal data are processed by the Innovation and Networks Executive Agency (hereinafter referred to as INEA or Agency) in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing activities.

Record No: 2020-09/R4-HR-07

Created on (date): 9/12/19

Last update (date): 07/05/20 N° de sauvegarde: [inea.r.r04.r41\(2020\)2775877](#)

NAME OF THE PROCESSING ACTIVITY

Processing of personal data relating to the remuneration, allowances and social contributions of INEA staff

GROUND FOR THE RECORD:

- Regularisation of a data processing activity already carried out
This record replaces notifications HR 11, HR 13 & 14 issued under the previous Data Protection Regulation*
- Record of a new data processing activity prior to its implementation*
- Change of a data processing activity (e.g.: update of a record).*

¹ Regulation (EU) 2018/1725 of 23 October 2018

1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION

1.1. Name and contact details of controller

- a. INEA
Chaussée de Wavre 910
W910 04/136
BE – 1049 Brussels
- b. Head of Unit R4.
- c. Email: INEA-HR-SALARIES@ec.europa.eu

1.2. Name and contact details of the Data Protection Officer (DPO)

INEA DPO - INEA-DPO@ec.europa.eu

1.3. Name and contact details of joint controller (where applicable)

Not applicable

1.4. [Name and contact details of processor (where applicable)]

PMO - Service Level Agreement signed on 05/11/2018; PMO-DATA-PROTECTION@ec.europa.eu²

1.5. Purpose of the processing

The purpose is to process personal data necessary to process statutory staff member's rights and entitlements linked to the remuneration, allowances or other social contributions.

1.6. Legal basis for the processing

Lawfulness: Article 5 . 1 (a) & (c) of the Regulation:

-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 Union institution or body;

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes

Commission Decision 2013/801/EU of 23 December 2013 establishing the Innovation and Networks Executive Agency and repealing Decision 2007/60/EC as amended by Decision 2008/593/EC

² As per the SLA, the service provider acts as processor for the client.

Commission Decision C(2013)9235 of 23 December 2013 delegating powers to INEA with a view to the performance of tasks linked to implementation of the Union programmes in the field of transport, energy, telecommunications infrastructure and in the field of transport and energy research and innovation, comprising in particular implementation of appropriations entered in the general budget of the Union;

Staff Regulations in particular Title V, Annexes VII, XII and XIII and Conditions of Employment of Other Servants of the European Communities and in particular Titles II and IV

Steering Committee Decision SC(2015)004 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS as regards executive agencies;

Steering Committee Decision SC(2017)015 - Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof;

1.7. Categories of data subjects

All statutory staff members of INEA (temporary and contract agents)). This may include any person who, having accepted a job offer, will be included in the payroll for the month when they take up functions, and any former staff member, for the purpose of regularisation of rights and entitlements linked to the period during which they were employed by the agency, processing of acts linked to unemployment benefits, pension rights and invalidity

Other categories of staff are not part of the Agency's payroll and therefore are not included. Bluebook trainees traineeship is processed by DG EAC. Interim agents and intra-muros consultants are managed via specific framework contracts, therefore, INEA do not manage any aspects of the remuneration, allowances and payment of social expenses.

1.8. Categories of personal data

All data determining the rights and entitlements is coming from the personal file of each individual statutory staff member and the information available and declared by the staff member in SYSPER and NAP databases.

For the correct payment of salaries, the AIPN decisions, which have an impact on individual rights and entitlements.

The data processed includes all personal information, available in SYSPER and NAP, about the data subject and all the information related to dependants allowing the confirmation and the processing of related rights and entitlements.

The data can include, among others, name, surname, personal number, NUP, category of employment, grade, step, percentage of working activity, administrative status, personal contact data, allowances entitlements, debts and deductions on salary information.

1.9. Retention time (time limit for keeping the personal data)

INEA applies the principles and retention periods indicated in Common Retention List of the Commission³ by analogy and PMO specific retention list⁴.

³ SEC (2019) 900/2 - ARES(2019)4374520 – 09/07/2019

[a] Retention period:

8 years after the extinction of all rights of the person concerned and of any dependents, and for at least 100 years after the recruitment of the person.

Any document that is important for a staff member career (above all signed originals) must be placed in the relevant personal file

Specific information on the retention period for each type of operation are detailed in the PMO specific retention list.

b) Storage period:

INEA applies the principles and retention periods indicated in Common Retention List of the Commission⁵ by analogy. The storage periods are the same as indicated for the retention period in point 1.9 a).

c) Is any further processing for historical, statistical or scientific purposes envisaged, which would go beyond the normal retention period ? No

1.10. Recipients of the data

Within the Agency only the staff members dealing with payroll, staff administration in the HR unit and accounting team have access to personal data.

As appropriate, and in line with the Service Level Agreements in place only the necessary information is transferred to services of the European Commission. PMO has access to all the tools and documents necessary in order to calculate the amounts of the salaries, allowances, social contributions, other payments due or salary operations linked to staff rights, entitlements and obligations.

In case of audits or proceedings, etc., INEA's Internal Controller, Legal Team, DPO, Staff Committee, etc

In addition, data may be disclosed to public authorities, which are not regarded as recipient in accordance with Union and Member State law. The processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purpose of the processing:

- *The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure;*
- *The competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations;*
- *OLAF in case of an investigation conducted in application of Regulation (EC) No 1073/1999;*
- *The Internal Audit Service of the Commission within the scope of the tasks entrusted by article 118 of the Financial Regulation and by article 49 of the Regulation (EC) No 1653/2004;*
- *IDOC in line with Commission Decision of 12 June 2019 laying down general implementing provisions on the conduct of administrative inquiries and disciplinary proceedings - C(2019)4231 and Commission Decision (EU) 2019/165 of 1 February 2019 Internal rules concerning the provision of information to data subjects and the restriction of certain of their data protections rights in the context*

⁴ ARES(2016)6048949 - 21/10/2016

⁵ SEC (2019) 900/2 - ARES(2019)4374520 – 09/07/2019

of administrative inquiries, pre-disciplinary, disciplinary and suspension proceedings;

- The Court of Auditors within the tasks entrusted to it by Article 287 of the Treaty on the Functioning of the European Union of the EC Treaty and Article 20, paragraph 5 of Regulation (EC) No 58/2003;*
- The European Ombudsman within the scope of the tasks entrusted to it by Article 228 of the Treaty on the Functioning of the European Union;*

The European Data Protection supervisor in accordance with Article 58 of the Regulation (EC) 2018/1725.

1.11. Transfers of personal data to third countries or international organisations

Not applicable

1.12. Description of security measures

Personal data is stored electronically and in paper and accessible only by the authorised personnel for the purposes of the processing on a need to know and need to do basis. Access is granted only if there is a clearly specified administrative purpose, and only to those whose role and level of responsibility require them to have access. HR staff having access to the data is bound by confidentiality.

Electronic archives are kept in INEA's Human Resources restricted INEA Shared Drive and Functional mailbox and only accessible by designated staff members.

The requests from staff concerning this topic are processed via the HR ticketing system and are subject to security measures that limit the access to information to the HR staff member(s) in charge and to the Head of Sector and her/his backup. The protection and confidentiality granted to personal data submitted in the ticketing system is the same level of protection and confidentiality granted to secured HR folders. The ticketing system has an additional level of encryption of files attached to tickets that adds up to the file system access control rights. The text of a ticket is contained in a database which has an additional level of authentication that adds up to the file system authentication.

Individual personal files are created and stored in secure archives that are accessible only to authorised personnel. An electronic version of the personal data is stored by the Unit R4 – HR Service and kept confidential with restricted access rights.

SYPSEER and NAP datasets are safeguarded in the Data Center of the Commission, and therefore covered by the numerous defensive measures implemented by DG DIGIT to protect the integrity and confidentiality of the electronic assets of the Institution.

The access to the personal data is protected by the management of the access rights which are strictly limited to specific user groups. The entitlement is distributed according to the principle of 'the need to know' taking into consideration the function, the job and responsibilities of the applicant for an access right. Consequently, the access rights are continuously updated in accordance with the changes in the assignments of the jobholders.

The login and the passwords are managed by the common certification service of the European Commission.

The responsible human resource managers in INEA its administrative agencies (PMO, OIB) have access to the specific data they need to fulfil their management tasks. All further access to other persons must be communicated to the jobholder.

INEA is bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

1.13. Data Protection Notice

A Data Protection Notice (DPN) relevant to this data processing activity is available on the INEA Intranet <https://ineanet.inea.cec.eu.int/services/human-resources/data-protection-0>