



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](#)<sup>1</sup> (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: 2020-13/R4-HR-10  
 Created on (date): 09/12/19  
 Last update (date): 04/06/20

### NAME OF THE PROCESSING ACTIVITY

Processing of personal data for the renewal of contracts

### GROUND FOR THE RECORD :

- Regularisation of a data processing activity already carried out  
 This record replaces notification n° HR-16 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).

<sup>1</sup> 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 R.04
- c. Email: [INEA-HR-Staff-Administration@ec.europa.eu](mailto:INEA-HR-Staff-Administration@ec.europa.eu)

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

INEA DPO - [INEA-DPO@ec.europa.eu](mailto: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)

Not applicable

### 1.5. Purpose of the processing

*The purpose of the processing operation is to take a decision on the renewal of staff members' contract on the basis of their previous performance and to manage the contract renewal procedure, sign an amendment to the employment contract (prolongation) with the staff member concerned. Processing of the data is necessary for Agency to retain the Temporary Agents or Contract Agents who perform well in employment. If it is not the case, the employment ends on the date indicated in the contract. Termination of contract is subject to a specific record & falls outside the scope of this record.*

### 1.6. Legal basis for the processing

*Lawfulness: Article 5.1 (a), (b) & (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 compliance with a legal obligation to which the controller is subject;*

*- processing is necessary for the performance of a contract to which the data subject is party;*

*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*

*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*

*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) who do not have yet a work contract for undefined period.*

### **1.8. Categories of personal data**

- *Personal data allowing identification of the staff member: title, family name, first name, name at birth, date and place of birth, gender, personnel number, job assignment and organisational unit.*
- *Contract start date and contract end date.*
- *In case, a third language is compulsory for contract renewal, information concerning staff member's language skills, which need to be successfully met for the renewal requirement*
- *Information on the evaluation of staff job performance.*

### **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 Commission<sup>2</sup> and PMO specific retention list<sup>3</sup> by analogy*  
*[a) Retention period:*

*The letters exchanged prior to the signature/non-signature of the renewal/extension are kept altogether in a separate file in the HR storage room for 5 years after amending the contract.*

*Decisions on contract renewals, extension of secondment of officials and amendments to the contracts are kept in the personal file of the staff members and will be kept until 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.*

*Specific information on the retention period for documents used in the determination of rights, grading and determination of rights is detailed in the PMO specific retention list.*

*All other files will be deleted when no longer needed for the purpose of the processing.*

*b) Storage period:*

*INEA applies the principles and retention periods indicated in Common Retention List of the Commission<sup>4</sup> and PMO specific retention list<sup>5</sup>. 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*

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<sup>2</sup> SEC (2019) 900/2 - ARES(2019)4374520 – 09/07/2019

<sup>3</sup> ARES(2016)6048949 - 21/10/2016

<sup>4</sup> SEC (2019) 900/2 - ARES(2019)4374520 – 09/07/2019

<sup>5</sup> ARES(2016)6048949 - 21/10/2016

### **1.10. Recipients of the data**

*Within the Agency only the members within HR dealing with staff administration have access to the personal data processed.*

*On a need to know and need to do basis the INEA Executive Director, Head of Unit and Head of Sector HR and the Head of Unit of the staff member concerned have access to this 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: DIGIT and PMO*

*In case of audits or proceedings, etc., INEA's Internal Controller, DPO, Legal Team, Staff Committee, Joint Appraisal and Promotion Committee, etc may access the relevant data.*

*In addition, data may be disclosed to public authorities, which may not be 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;*
- *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 of administrative inquiries, pre-disciplinary, disciplinary and suspension proceedings;*
- *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*
- *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 authorized 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 processed via the HR ticketing system 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.*

*All corporate electronic 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. (ECAS-authentication system). INEA is also bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.*

*A limited use of paper files is done only if necessary and such files are stored in locked cupboard with restricted access.*

### **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/legal-issues/data-protection>*