

RECORD OF PERSONAL DATA PROCESSING ACTIVITY according to Article 31 of Regulation (EU) 2018/1725

STAFF EXCHANGES

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General information

Introduction
EIOPA, as a European Authority, is committed to protect individuals with regard to the processing of their personal data in accordance with Regulation (EU) No 2018/1725 (further referred as the Regulation) ¹ .
Contact Details of Data Controller(s)
Fausto Parente, Executive Director Westhafenplatz 1, 60327 Frankfurt am Main, Germany fausto.parente@eiopa.europa.eu
Contact Details of the Data Protection Officer
Eleni Karatza Westhafenplatz 1, 60327 Frankfurt am Main, Germany dpo@eiopa.europa.eu
Contact Details of Processor
EIOPA's Team/Unit/Department responsible for the processing: HR Unit EIOPA.....

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.

Description and Purpose of the Processing

Description of Processing
<p>Personal data are processed for implementing temporary staff exchanges/swaps (in the form of external mobility/secondment) between staff in the “host” institution (that could be other EU institutions and bodies, international organisations, NCAs, or EIOPA itself), and “home” institution (EIOPA or any of the entities illustrated as “host” institutions). Staff members are seconded, in the form of one-to-one exchanges.</p> <p>The program aims at the career development through an external mobility, fostering a common supervisory culture in the EU and leveraging on leading global centres of expertise. The aim of these interinstitutional exchanges is also to improve collaboration between the participating institutions, as well as to give employees the opportunity to experience different working environments, where they can develop different skills and broaden their perspective.</p>
Purpose (s) of the processing
<p><input checked="" type="checkbox"/> Staff administration</p> <p><input checked="" type="checkbox"/> Relations with external parties</p> <p><input type="checkbox"/> Procurement and accounting</p> <p><input type="checkbox"/> Administration of membership records</p> <p><input type="checkbox"/> Auditing</p> <p><input checked="" type="checkbox"/> Information administration</p> <p><input type="checkbox"/> Other (please give details):</p>
Lawfulness of Processing
<ul style="list-style-type: none">Legal Basis justifying the processing:<ul style="list-style-type: none">Articles 37 and 38 of the Staff Regulations of Officials (SR), and in particular Article 51 of the Conditions of Employment of Other Servants (CEOS).EIOPA Regulation (EU) 1094/2010Processing is necessary:<ul style="list-style-type: none"><input checked="" type="checkbox"/> for the performance of a task carried out in the public interest<input type="checkbox"/> for compliance with a legal obligation to which the Controller is subject<input type="checkbox"/> 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<input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person <p>Or</p> <p><input type="checkbox"/> Data subject has given his/her unambiguous, free, specific and informed consent</p>

Data Subject's Rights

Information on how to exercise data subject's rights

Data subjects may exercise their data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.

Data subjects have the right to:

- access their personal data, receive a copy of them in a structured and machine-readable format or have them directly transmitted to another controller, as well as request their rectification or update in case they are not accurate.
- request the erasure of their personal data, as well as object to or obtain the restriction of their processing.
- withdraw their consent to the processing of their personal data at any time in case such processing is based solely on their consent.

For the protection of the data subjects' privacy and security, every reasonable step shall be taken to ensure that their identity is verified before granting access, or rectification, or deletion.

Should data subjects wish to access/rectify/delete their personal data, or receive a copy of them/have it transmitted to another controller, or object to/restrict their processing, please contact human.resources@eiopa.europa.eu or DPO@eiopa.europa.eu.

Complaint:

Any complaint concerning the processing of the data subjects' personal data can be addressed to EIOPA's Data Protection Officer (DPO@eiopa.europa.eu). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor (www.edps.europa.eu).

Categories of Data Subjects & Personal Data

Categories of Data Subjects

- ☒ EIOPA permanent staff, Temporary or Contract Agents
- ☐ SNEs or trainees
- ☐ Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)
If selected, please specify:
- ☐ Providers of good or services
- ☐ Complainants, correspondents and enquirers
- ☐ Relatives and associates of data subjects
- ☐ Other (please specify):

Categories of personal data

(a) General personal data:

The personal data contains:

- ☒ Personal details (name, address etc)
- ☒ Education & Training details
- ☒ Employment details
- ☐ Financial details
- ☐ Family, lifestyle and social circumstances
- ☐ Other (please give details):

(b) Special categories of personal data

The personal data reveals:

- ☐ Racial or ethnic origin
- ☐ Political opinions
- ☐ Religious or philosophical beliefs
- ☐ Trade union membership
- ☐ Genetic or Biometric data
- ☐ Data concerning health, sex life or sexual orientation

Categories of Recipients & Data Transfers

Recipient(s) of the data

- ☒ Managers of data subjects
- ☒ Designated EIOPA staff members
- If selected, please specify:
- Designated EIOPA staff members (from the HR Unit as well as the affected core-business areas) and
 - Designated staff members of "host" institution participating in the programme,

strictly defined on a need-to-know basis.

- ☐ Relatives or others associated with data subjects
- ☐ Current, past or prospective employers
- ☐ Healthcare practitioners
- ☐ Education/training establishments
- ☐ Financial organisations
- ☐ External contractor

☒ Other (please specify):

In case of audit/complaint, personal data may be disclosed to the Internal Audit Service of the European Commission and the Court of Auditors, European Anti-Fraud Office, Court of Justice of the European Union, European Ombudsman, European Data Protection Supervisor.

Data transfer(s)

☒ Within EIOPA or to other EU Institutions/Agencies/Bodies

If selected, please specify: EU institutions/bodies with which staff exchange will take place

☐ To other recipients within the EU (e.g. NCAs)

☐ To third countries

If selected, please specify:

Whether suitable safeguards have been adopted:

- ☐ Adequacy Decision of the European Commission²
- ☐ Standard Contractual Clauses (SCC)
- ☐ Binding Corporate Rules (BCR)
- ☐ Administrative Arrangements between public Authorities (AA)

☒ To international organisations

If selected, please specify the organisation and whether suitable safeguards

have been adopted:OECD entity located in the EU.....

In case such organisations are located outside the EU, EIOPA will implement appropriate safeguards where needed, as per chapter V of the Regulation, before performing the transfer.

Data subjects could obtain a copy of SCC, BCR or AA here:

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² Third countries for which the European Commission has issued adequacy decisions are the following: [Adequacy decisions \(europa.eu\)](https://european-council.europa.eu/media/40407/pdf/EN/16100.pdf)

Automated Decision Making

Automated Decision-making, including profiling
A decision is taken in the context of this processing operation solely on the basis of automated means or profiling: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes In case of an automated decision-making or profiling, please explain:

Retention Period & Security Measures

Retention period
How long will the data be retained? The personal data collected by EIOPA are stored for the period implemented also in other EIOPA's recruitment procedures .
For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Technical & organisational security measures taken
Several technical and organisational measures have been adopted in order to ensure the optimum security of the documents and personal data collected in the context of the procedures described under section 'Description and Purpose of the Processing'.