

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

### ► DISABILITY SUPPORT & FINANCIAL AID

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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) <sup>1</sup> .
Contact Details of Data Controller(s)
Fausto Parente, Executive Director Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:fausto.parente@eiopa.europa.eu">fausto.parente@eiopa.europa.eu</a>
Contact Details of the Data Protection Officer
Eleni Karatza Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:dpo@eiopa.europa.eu">dpo@eiopa.europa.eu</a> Date of Consultation: 13/12/2024
Contact Details of Processor internally
EIOPA's Team/Unit/Department responsible for the processing: <ul style="list-style-type: none"> <li>HR Unit</li> </ul>

<sup>1</sup> 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>The purpose of the processing is to provide support and financial aid for persons living with disability, and in particular EIOPA staff members, including trainees and seconded national experts, as well as dependent children and spouses of EIOPA staff.</p> <p>The type of personal data that will be possibly collected are: Identification data, Financial data, Medical data, Social data, as well as information on income or reimbursement of medical expenses by the PMO.</p>
Purpose (s) of the processing
<p><input checked="" type="checkbox"/> Staff administration</p> <p><input 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 type="checkbox"/> Information administration</p> <p><input checked="" type="checkbox"/> Other (please give details): Provision of Disability Support and Financial Aid</p>
Lawfulness of Processing
<ul style="list-style-type: none"> <li>Legal Basis justifying the processing:  <i>The legal basis for the collection of staff members' data is:</i> <ul style="list-style-type: none"> <li>- Articles 1d(4), 1e, 76a of the Staff Regulations of officials of the European Union and Articles 30 and 98 of the Conditions of Employment of Other Servants of the European Union;</li> <li>- Commission Decision C(2004) 1318 Implementing Article 1d(4) of the Staff Regulations (for recruitment of disabled persons).</li> </ul> </li> <li>Processing is necessary:               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> for the performance of a task carried out in the public interest</li> <li><input type="checkbox"/> for compliance with a legal obligation to which the Controller is subject</li> <li><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</li> <li><input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person</li> </ul> </li> </ul> <p>Or</p> <p><input checked="" type="checkbox"/> Data subject has given his/her unambiguous, free, specific and informed consent:</p> <ul style="list-style-type: none"> <li>- with regard to the processing of personal data of trainees, seconded national experts, as well as the dependent children and spouses of EIOPA staff members;</li> <li>- with regard to the processing of health data of all the categories of data subjects.</li> </ul>

Data Subject’s Rights

Information on how to exercise data subject’s rights
<p>Data subjects may exercise their data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.</p> <p>Data subjects have the right to:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• request the erasure of their personal data, as well as object to or obtain the restriction of their processing.</li> <li>• withdraw their consent to the processing of their personal data at any time in case such processing is based solely on their consent.</li> </ul> <p>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.</p> <p>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 <a href="mailto:DPO@eiopa.europa.eu">DPO@eiopa.europa.eu</a>.</p> <p><u>Complaint:</u></p> <p>Any complaint concerning the processing of the data subjects’ personal data can be addressed to EIOPA's Data Protection Officer (<a href="mailto:DPO@eiopa.europa.eu">DPO@eiopa.europa.eu</a>). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor (<a href="http://www.edps.europa.eu">www.edps.europa.eu</a>).</p> <p><u>Restrictions:</u></p> <p>Without prejudice to the above, rights might be restricted in accordance with EIOPA’s decision on the restriction of data subject’s rights (EIOPA-MB-19-056).</p>

Categories of Data Subjects & Personal Data

Categories of Data Subjects
<div> <input checked="" type="checkbox"/> EIOPA permanent staff, Temporary or Contract Agents                     <input checked="" type="checkbox"/> SNEs or trainees: <i>on ad-hoc basis</i> <input type="checkbox"/> Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)                     <div>If selected, please specify: .....</div> <input type="checkbox"/> Providers of good or services                     <input type="checkbox"/> Complainants, correspondents and enquirers                 </div>

<input checked="" type="checkbox"/> Relatives and associates of data subjects: <i>(dependent children and spouse of staff members)</i> <input type="checkbox"/> Other (please specify): .....
Categories of personal data
<p><b>(a) General personal data:</b></p> <p>The personal data contains:</p> <input checked="" type="checkbox"/> Personal details (name, address etc) <input type="checkbox"/> Education & Training details <input checked="" type="checkbox"/> Employment details <input checked="" type="checkbox"/> Financial details <input checked="" type="checkbox"/> Family, lifestyle and social circumstances <input checked="" type="checkbox"/> Other (please give details): <i>Please see above under description of processing.</i>
<p><b>(b) Special categories of personal data</b></p> <p>The personal data reveals:</p> <input type="checkbox"/> Racial or ethnic origin <input type="checkbox"/> Political opinions <input type="checkbox"/> Religious or philosophical beliefs <input type="checkbox"/> Trade union membership <input type="checkbox"/> Genetic or Biometric data <input checked="" type="checkbox"/> Data concerning <u>health</u> , sex life or sexual orientation: <i>health data might need to be collected with the specific, explicit consent of the data subject.</i>

### Categories of Recipients & Data Transfers

Recipient(s) of the data
<input checked="" type="checkbox"/> Managers of data subjects (only when data subjects are EIOPA staff members, trainees or SNEs) <input checked="" type="checkbox"/> Designated EIOPA staff members If selected, please specify: <ul style="list-style-type: none"> <li><i>staff members from the HR Unit defined on a need-to-know basis</i></li> <li><i>The Appointing Authority (Executive Director)</i></li> </ul> <input type="checkbox"/> Relatives or others associated with data subjects <input type="checkbox"/> Current, past or prospective employers <input checked="" type="checkbox"/> Healthcare: <i>practitioners (potentially, external experts involved in the evaluation of the requests)</i> <input type="checkbox"/> Education/training establishments <input type="checkbox"/> Financial organisations

<input type="checkbox"/> External contractor <input type="checkbox"/> Other (please specify): .....
<b>Data transmissions and transfer(s)</b>
<input checked="" type="checkbox"/> Other EU institutions/agencies/bodies (COM/PMO) <input type="checkbox"/> Other recipients within the EU (e.g. NCAs) <input type="checkbox"/> To third countries If selected, please specify: ..... Whether suitable safeguards have been adopted: <input type="checkbox"/> Adequacy Decision of the European Commission <sup>2</sup> <input type="checkbox"/> Standard Contractual Clauses (SCC) <input type="checkbox"/> Binding Corporate Rules (BCR) <input type="checkbox"/> Administrative Arrangements between public Authorities (AA) <input type="checkbox"/> To international organisations If selected, please specify the organisation and whether suitable safeguards have been adopted: .....

#### Automated Decision Making

<b>Automated Decision-making, including profiling</b>
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

<b>Retention period</b>
How long will the data be retained? Personal data will be kept for the time necessary to fulfil the purpose of their collection, namely three (3) years from the last reimbursement of related expenses.

<sup>2</sup> 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/19312.pdf)

For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised:

☐ No

☒ 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'.