

01 - Name of processing	Personnel Files
02 - Reference	18
03 - Submission Date	10-02-12
04 - Last update	09-09-21
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	Human Resources
05c - Controller's email	HoUResourcesandSupport@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500
07 - Name and contact details of joint controller (where applicable)	
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	N/A
09 - Purpose of processing	<ul style="list-style-type: none"> - To comply with the Staff Regulations and the CEOS and their implementing rules regarding the storage and management of personnel files; - To be able to establish and update the individual rights and entitlements of the individual staff members according to the provisions of the Staff Regulations, the CEOS and their implementing rules; - To properly manage the contracts of employment and appraisal procedures; - To properly manage the entitlements and allowances of the SNEs.
10a - Data Subjects	(ex)statutory staff members of the ERA and (ex)SNEs.

10b - Personal data

For statutory staff

- **“Employee core data”**: name, surname, personnel number, status (active/non-active), start/end date of employment, , outcome pre-employment medical check-up;
- **“Category and grade data”**: function group, grade, step at the time of taking up duty and during the evolution of the career;
- **“Contract data”**: type of contract (TA, CA), nature of contract ((in)definite – ST/LT), starting/ending date, , duration, contract renewal, probationary period period;
- **“Position data”**: job description (job title, unit/sector, job content, reporting line(s)) and related routing slip;
- **“Leave(s) data”**: parental leave, part-time, CCP, secondment.
- **“Personal data”**: gender, date and place of birth, nationalities, mother tongue(s), knowledge of other languages, (email) address, (private/professional telephone number(s), marital status”, dependent children, place of origin/centre of interest, educational/professional background;
- **“Children data”**: surname, name, date and place of birth;
- **“Spouse data”**: surname, name, date and place of birth.
- **“Data re disciplinary procedures”**: surname, name, outcome of the disciplinary procedure (sanction or reprimand).

For SNEs

- Exchange of letters and agreement with employer of the SNE
- Data related to the allowances (i.e. place of origin + km distance to Valenciennes)

11 - Time limit for keeping the data

Ten years from the termination of the employment / the mandate or from the last pension payment (whatever is applicable) except for:

- the retention of criminal records submitted by the staff member upon taking up duty at the agency: the designated HR staff member(s) destroy these records from all the personal files of staff who have been in service for 2 years;
- the retention period of a reprimand following a disciplinary procedure -> 18 months as of the date on the reprimand.

12 - Recipients of the data

- The contracting authority of the ERA;
- The designated staff in the HR sector;
- The members of a selection board appointed by the Executive Director have access to the personal data on the application forms;
- Any of the supervisory instances of ERA (i.e. European Court of Auditors, Internal Audit Service, and in case of controversy, the Civil Service Tribunal, the staff Ombudsman, etc.);
- The Medical Service of the European Commission (for the pre-employment medical check-up);
- The designated actors in the Payments Management Office (PMO) for the encoding of the salaries (including the allowances).
- In the case of a disciplinary procedure: the case-handlers mandated with the enquiry or/and disciplinary investigation (on a need to know basis).

13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

N/A

14 - How is data stored? What are the security measures implemented?	<p>All paper based personnel files of (ex)staff members are stored in a fire-proof and code protected safe to which only authorized HR staff have access.</p> <p>Scanned versions of some of the documents contained in the personnel file (i.e. the documents related to the determination of rights, the birth certificate, the ID card, the contracts of employment and the certificate for the B2 level of the third language) are stored on the designated HR drive to which only HR staff have access. The ERA Electronic Information Security Policy applies.</p>
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	<p>a) A privacy statement on the personnel files has been drafted and is posted on the ERA intranet.</p> <p>b) When appointed (and thus offered the contract) / mandated the future staff member / SNE is requested to submit the documents needed for establishing his / her personnel file. In case of changes in personal situations/circumstances, the staff member is requested to submit new/additional documents.</p> <p>Once in duty, staff members / SNEs are informed about the contents of the personnel file and they are also informed they are allowed access to their personnel file in order to check/verify/consult its contents or to take copies of documents. It is also explained that under no circumstances they are entitled to add/remove documents. Any amendment/alteration/modification/correction/deletion to the personnel file must be duly justified introduced by the staff (via the Data Controller for corrections and deletions) and executed by the designated actors in the HR sector.</p>
15a - Data subject rights	Right to have access; Right to rectify
16 - Legal Basis	EC Regulation No. 881/2004 (ERA's statutory Regulation);#35;#Staff Regulations, in particular Art 26 and Art 11 of the Conditions of Employment of Other Servants and their implementing rules;#37
17 - Lawfulness of processing	Article 5 b) of Regulation (EU) 2018/1725
18 - Data minimisation	Set of data needed to establish the rights and entitlements of staff members

19 - Accuracy

Data are available to staff members who can flag any mistake

20 - Threshold assessment

21 - Special category data

22 - DPIA

23 - Link to the Threshold assessment-Risks

24 - Other related documents