

<b>01 - Name of processing</b>	<b>e-HR - Human Resources central database</b>
02 - Reference	4
03 - Submission Date	29-04-15
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

e-HR is used:

- As a data base with personal and professional information about (former)statutory staff members (i.e. Temporary Agents and Contract Agents) , (former)SNEs and (former) trainees (all 3 categories hereinafter referred to as "ERA staff");
- For issuing tax and employment certificates for ERA statutory staff members(via My e-HR);
- For defining the internal hierarchy and managing the approval workflow in the following tools of the e-HR suite:

LeaMa which is a tool for

establishing the annual leave entitlements of the individual staff members and SNEs (following the provisions of the Staff Regulations and CEOS and its accompanying implementing rules);recording the leaves requests of ERA staff;recording the teleworking requests of ERA staff;

TiMa which is a time management tool for recording the worked hours by ERA staff and for managing the recuperation of surplus hours performed by ERA statutory staff and SNEs request via Leama;

MiMa which is a tool for recording the missions recorded by ERA staff (following the provisions in the Missions guide);e-CDR (including e-Objectives) which is a tool for recording the annual objectives, training requests and appraisal of ERA staff (not applicable for SNE and Trainees); e-CV which is a tool for self-assessing ERA staff competencies, language skills and for disclosing professional education and experience.

- For collecting and storing the personal mobile phone numbers of ERA statutory staff for allowing access to the JSIS on-line from outside the ERA premises. The personal mobile phone numbers of the statutory staff members are transmitted to the ECAS services twice a month by the ECAS local profile manager

For collecting and storing the personal mobile phone numbers of ERA statutory staff to be used only in case of activation of the Business Continuity Plan. the Business Continuity Plan.

The personal mobile phone numbers of the statutory staff members are made available to the Heads of Department / Unit / Team Leaders in order to contact their staff when the telephone cascade mechanism is activated by means of list contained in the "Essential documents" pack.

## 10a - Data Subjects

All statutory staff members and former statutory staff members of the ERA, all SNEs and former SNEs and all trainees and former trainees.

For the e-CF tool only ERA staff and SNEs.

## 10b - Personal data

- “Employee Core Data”: name, surname, personnel number, status (active/inactive), start date of employment, user login in ERA’s network, email address, telephone extension, office number, budgetary line.
  - “Function Group and Grade data”: Function Group (AD, AST, CA, etc.), Grade, step, date of grade, date for seniority step, reason for classification (i.e. recruitment, reclassification, etc.).
  - “Contract Data”: Contract type (TA, official, etc.), Nature (fixed- indefinite), “Short-term TA” (false/true), “Start date”, “Duration” (months), “Planned End date”, “Actual End Date”, “Renewal notice”, “End date probation period”.
  - “Position Data”: “Job Title”, “Reason”, “Start Date”, “End Date”, “Organizational Unit” (Directorate, Unit, Sector), “Post Number”, “Post Time” (full/part time), “Financed by”, “Reports to”, “Task Type”.
  - “Part-time and Leaves Data”: “Parental Leave”, Part-time”, “CCP”.
  - “Personal Data”: “gender”, “Birth Place”, “Birth Date”, “Nationality”, “Mother Tongue”, “Address”, “Zip Code”, “Town”, “Home Telephone”, “Mobile Telephone”, “Marital Status”, “Number dependent children”, “Country Origin”, “Town Origin”, “Distance between place of employment and place of origin”, “Date Origin Change”, “Town of recruitment”, “Country of Recruitment”.
  - “Children Data”: “Surname”, “Name”, “Birth Date”, “Dependency End Date”, “Comment”.
  - “Emergency Contact Data”: “Emergency Surname”, “Emergency First Name”, “Emergency relationship”, “Emergency Home Phone”, “Emergency Work Phone”, “Emergency Mobile”, “Emergency Address”, “Emergency Postal Code”, “Emergency City”, “Emergency Country”.
- “Personal mobile phone number” provided by the staff member on a voluntary basis in order to obtain access to the online JSIS account from outside ERA premises.
- Amendment following Business Continuity Plan approval
- “BC Personal mobile phone number” provided by the staff member in order to be contacted when the Business Continuity Plan is activated.
- The e-CF Tool does not contain personal data.

11 - Time limit for keeping the data

- For ERA's staff members and SNEs: Ten (10) years from the termination of employment/mandate or from the last pension payment, whatever applicable.
- Mobile phone numbers (allowing access to JSIS on line): Six (6) months from termination of employment.
- For ERA's trainees: One (1) year from the termination of the traineeship.
- For mission data: the storage period will follow the one provided for in the Financial Regulation, with maximum storage period 7 years after the budgetary discharge.
  - Leave data are stored for five years after the year in which the service is terminated.

12 - Recipients of the data

The data provided by the staff members are accessible by ERA's Human Resources staff, the HoRSU.

The HoD/HoU/TL by which the staff member is supervised will have access to the "BC Personal mobile phone number" in order to be informed about the activation of the Business Continuity Plan. The list of staff mobile phone numbers is contained in the "Essential documents" pack that is distributed to the HoU-HoS. In particular circumstances, on a case by case basis, personal data may be disclosed on a temporary basis to the following categories of recipients within the European Union institutions and bodies:

- OLAF and/or IDOC within the frame of their inquiries,
- the Ombudsman, at his request,
- the European Data Protection Supervisor, at his request,
- the Judges of the European Court of Justice, upon request. The data subjects have direct access to their personal data and they can request rectification, blocking, deleting, etc at any time.

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?

“My e-HR”, which is web-based, accessible by every individual (his/her own personal data only) through Windows authentication (login), thus ensuring transparency and efficiency in accessing and controlling the quality and volume of personal data.

The electronic version of data (in all e-HR modules) is stored on ERA’s Server. The data subject can see only his personal data. The data subject can request the correction of non-accurate data following Regulation (EC) 45/2001 which safeguards the right to access data and to require the controller to rectify without delay any inaccurate or incomplete personal data.

Persons authorized to grant leave and approve missions (immediate superiors, heads of units/ sectors) can access the information related to the data subjects under their authority only, in order to approve/disapprove requests for leave and missions.

15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice

The ERA staff are instructed on how to use the e-HR system and on how to introduce, correct and verify requests / information. Every ERA staff member can access / consult / introduce his/her own data.

This allows the staff member to verify that the data is correct and, should this not be the case, to correct it him/herself or request correction to the designated HR staff.

In cases where data are linked to pecuniary rights of staff members, these data are processed and validated by designated HR staff.

All members of the ERA staff have secured access to their own personal my e-HR, Leama and Mima platform in order to check/verify/consult its contents.

Any amendment/alteration/modification/correction to the personal leave data must be duly justified introduced by the staff (via and the Controller for corrections / deletions) and executed by the designated actors in the HR sector. The data subject has the right to access personal data and to require the Controller to rectify without delay any inaccurate or incomplete personal data. The data subject also has the right to require the Controller to erase data if the processing is unlawful. For this, the data subject t needs to contact the Controller by email (put in copy the designated HR staff). The Controller shall deal with the request for rectification of data within one month from the introduction of the request. As far as requests for blocking and erasure, the Controller disposes of three calendar months to give follow up to the request from the moment of its reception. Furthermore, the data subject is also free to address to the ERA Data Protection Officer at any time, using the following contact address:  
DataProtectionOfficer@era.europa.eu.

15a - Data subject rights

Right to have access

16 - Legal Basis

Amendment to the Agency's Founding Regulation; Decision 206/06.2009;#2

17 - Lawfulness of processing	<p>Article 5 b) of Regulation (EU) 2018/1725 The processing of the data in leama is lawful and necessary in order to</p> <ul style="list-style-type: none"> <li>- ensure correct and safe administration of data re the personal situation of a staff member, career, ... in order to comply with the (pecuniary) provisions of the SR and its IRs related to rights and entitlements;</li> <li>- ensure correct administration of Mima, Leama, Tima in order to comply with the provisions of the missions guide and the relevant IRs on leave, telework working time.</li> </ul>
18 - Data minimisation	The e-HR tool contains data which are essential for the administrative processes as set out in point 17, but also for establishing the hierarchical lines for the approval of requests in Leam, Tima and Mima.
19 - Accuracy	<p>Staff are requested on a yearly basis to check whether the data about their individual rights and entitlements and about personal data are still accurate.</p> <p>Any other data in the e-HR modules is recorded directly by the ERA staff</p>
20 - Threshold assessment, fill in the specific Threshold assessment-Risks entry in sharepoint.	NA
21 - Special category data	NA
22 - DPIA	NA
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	