

01 - Name of processing	Processing of Personal Data in the context of Mission management (including travel order sent to the travel agency)
02 - Reference	10
03 - Submission Date	31-05-11
04 - Last update	27-04-20
05a - Controller	TRAMACERE Emanuele
05b - Unit-Sector	Finance and Procurement Unit
05c - Controller's email	HoSFinance&Procurement@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)	NA
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)	Head of Finance and Procurement Unit email: HoSFinance&Procurement@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel. +33 (0) 32 70 96 500
09 - Purpose of processing	This processing operation is related to the use and exchange of personal data amongst the different intervening parties in order to organise and execute missions and authorised travels. The processing operations concern the travel's arrangements, the hotel's accommodation, the use of third parties services (e.g. car rentals) and the related payment of these costs. The mission management requires the intervention of both internal and external actors. These external actors are the travel agency, the transport companies, the hotels and any other organization that can be called upon to intervene as part of the mission (for example travel insurance company).
10a - Data Subjects	The following categories of data subjects can be distinguished:ERA Staff members (any contractual type),Seconded National Experts.

10b - Personal data

Within the mission order and claim in MiMa the data fields concerned are the name of the staff member and his/her personnel number. However, since MiMa forms part of the wider e-HR application, other personal data is contained in the central repository of the e-HR application.

The travel order form contains information on the following categories of data: name, surname, date of birth, portable phone number (to be contacted by the Agency in case of emergency), nationality, passport number, date of issue and expiry date (for travels by plane, only if required by the air company), preferred placement on board of train or flight (window, aisle, porthole), meals requirements (vegetarian-vegan-halal- kosher-diabetic-low salt diet-no sugar nutrition-gluten free-allergen free), traveller's unit, name of Authorizing Officer.

Data regarding the mission itself: place(s) of the mission and transit, date of departure and arrival, means of transport, name and place of the hotel, hotel invoices, start and end times of the professional commitments, possible combined holidays, possible request for anticipating budget for expenses, the budget line on which the mission will be paid, the MiMa mission number and the approval date created when the authorising officer signs for agreement.

11 - Time limit for keeping the data

The data collected for mission management are kept for a maximum of 8 years, as per provisions contained in the Art. 47 of the ERA financial regulation:

"1. The authorising officer shall set up paper-based or electronic systems for the keeping of original supporting documents relating to the budget implementation. Such documents shall be kept for at least five years from the date on which the European Parliament grants discharge for the financial year to which the documents relate.

2. Documents relating to operations not definitely closed shall be kept for longer than provided for in paragraph 1, namely until the end of the year following that in which the operations are closed."

3. Personal data contained in supporting documents shall, where possible, be deleted when those data are not necessary for budgetary discharge, control and audit purposes. Article 88 of Regulation (EU) 2018/1725 shall apply to the conservation of data."

Until the end of a possible audit, if one started before the end of the above-mentioned period.

12 - Recipients of the data

The recipients of the personal data are: Authorised Agency staff dealing with financial and accounting matters have access to data; Project Manager/Service Manager and/or hierarchical superior that validate the mission order and the Authorising Officer (Delegated/Sub-delegated) that approve the mission order; External service providers involved in the management of the mission, notably: travel agency, hotels, transport company.

All recipients of the data are reminded of their obligation not to use the data for any further purpose other than the ones for which they were collected.

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?

The Agency has several security controls in place to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on MiMa with limited access to a specified audience only.

Access to the MiMa database is limited to: the data subjects and persons having received delegation to manage or authorize missions on behalf of a staff member have direct access to personal data related to the mission order, the Project Manager/Service Manager and/or hierarchical supervisor that validate the mission order and the Authorising Officer (Delegated/Sub-delegated) that authorise the mission have access to the personal data, authorised agency staff dealing with financial and accounting matters.

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

ERA staff are informed about the mission management system and the data involved during an induction session within the first days after having taken up duty at ERA.

Additionally the Director's decision on the implementation of the e-HR system is posted on the Agency's Intranet for information.

ERA staff are instructed on how to use MiMa-module within the e-HR system and on how to introduce, correct and verify requests/information on their missions.

Every ERA staff member can access/consult/introduce his/her own mission data from outside and inside the organization 24 hours a day.

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 Finance staff. As regards the use of the personal data by the travel agency company, reference is made in the website of the contractor. The mission and authorised travel work instruction contains reference to the data protection notice. This latter includes the minimum information as required within article 15 of Regulation N° 2018/1725.

This [notice](#) gives guidance to Data Subjects on how to verify and modify their personal data.

15a - Data subject rights

Right to have access; Right to rectify; Right to obtain notifications to 3rd parties; Right to have recourse

16 - Legal Basis	Commission's mission guide; Decision n° 279/01.2010;#25;#FINANCIAL REGULATION OF THE EUROPEAN RAILWAY ; Mission guidelines ;#26
17 - Lawfulness of processing	<p>The data processing is considered lawful under art. 5(a) and (b) of the Regulation (EC) 45/2001, because it is necessary to:</p> <ul style="list-style-type: none"> - Meet the requirements of the legal instruments mentioned above - Ensure compliance of the agency with legal obligations
18 - Data minimisation	The data processing is considered lawful under art. 5(a) and (b) of the Regulation (EC) 2018/1725, because it 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,ensure compliance of the Agency with legal obligations.
19 - Accuracy	All the information related to the mission management are checked and validated on the basis of supporting documents that are submitted by the data subjects using the appropriate MiMa application and accompanying template.
20 - Access and other rights of persons whose data is processed	Refer to the data protection notice. Requests are dealt with the deadlines of the relevant applicable procedures.
21 - Special category data	NA
22 - DPIA	
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	