

01 - Name of processing	Publication of personal data of ERA staff on the Agency's Intranet and Extranet
02 - Reference	43
03 - Submission Date	29-06-12
04 - Last update	30-06-20
05a - Controller	CARR Christopher
05b - Unit-Sector	Executive Office and Communication Unit
05c - Controller's email	AOD.exo@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)	
09 - Purpose of processing	<p>The purpose of the "who is who" document is to allow members of the ERA staff and the Commission staff to be more easily recognised through photos, to learn about each other's tasks and activities field and to get a bit more practical information as to which Unit they belong to, what their office and telephone numbers are, etc.</p> <p>The purpose of the SharePoint based registers (e.g. opinions, recommendations, ATS) located in Extranet and Intranet is to help to identify staff, responsibilities and skills across the ERA, improve communication, exchange of information and productivity.</p> <p>The purpose of the data transfer to DG MOVE is to allow it to identify and contact the appropriate staff in the Agency in relation to a particular task.</p>
10a - Data Subjects	ERA TAs, CAs, SNEs, trainees, external contractors

<p>10b - Personal data</p>	<p>The following fields of personal data of the staff members are collected and further processed for the above-mentioned purposes:</p> <p>a) For all members of the Agency staff: Name, Surname, Title, Telephone Number, Name, Surname, Telephone Number, E-mail address, Office Number, Department/Unit/Team, Field of Activity, Function and, upon consent of the data subject concerned, a photo.</p> <p>b) For the Executive Director and Heads of Units (HoUs): Name, Surname, Title, Telephone Number, Office Number, Department/Unit/Team, Field of Activity, Function and, upon consent of the data subject concerned, a photo. In addition to the above-mentioned fields of data, a CV can also be published, including: education, training, professional experiences and memberships to bodies or associations.</p>
<p>11 - Time limit for keeping the data</p>	<p>Personal data will be kept as long as the data subject concerned remains in active employment as a member of the Agency staff.</p>
<p>12 - Recipients of the data</p>	<p>Data on the Intranet are accessible only to all members of the Agency staff. Data on the Extranet are accessible not only to the whole Agency staff, but, also, to the members of the Working parties (and other groups), as well as members of the ERA Administrative Board.</p> <p>Data on the 'who is who' section can be regularly sent to the European Commission on the basis of their request.</p>
<p>13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p>	<p>To DG Move under the conditions explained above.</p>

14 - How is data stored? What are the security measures implemented?

The processing operations are conducted in line with ERA's IT Security Policy. The personal data made available through these publications retrieved from the Human Resources management system (e-HR) manually by the Human Resources team. Then, they are uploaded as appropriate by the designated service/person. The data shall be regularly updated so as to ensure accuracy and quality in the publications. However, there are no technical means to guarantee the data subjects concerned that the information/photos appearing in Intranet/Extranet databases will not be used in any other way by those who can access the data.

For the "who-is-who" pdf:

The folder in which the photos are/will be stored in the communication drive. Only members of the staff of the Communication team have access to this drive.

The "who-is-who" document will be stored on our Intranet in the form of a pdf file.

This document shall be used internally, but there are no technical means to guarantee the data subjects concerned that the information shown in this document (in PDF format or any other format) will not be used in any other way by those who can access the data.

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

(a) Rights of data subjects

Before publishing photos, the staff will be requested to give their consent for publishing their photo either on the internet, extranet or intranet (or in all). An e-mail is addressed to all members of the staff asking them for their explicit consent to use their data, including a photo (for heads of unit/HoUs and Team Leaders). Their acceptance or refusal is notified by a reply, via e-mail, to communication@era.europa.eu. When the newcomer enters the Agency he/she will be informed by e-mail about the rules of use of his/her personal data and that he/she can refuse to publish his/her own personal data. The photo remains published until the departure of the data subject concerned from the Agency.

For the "who-is-who": An e-mail is sent to the staff asking them for their consent to use their photo on the "who is who" document when they arrive at the Agency. This e-mail informs the staff that the picture will be only used for the "who is who" document and not for any other document. Their acceptance or refusal is notified by a reply, via e-mail, to communication@era.europa.eu.

(b) Procedure to grant rights

The staff can request their data (including picture) to be added, rectified or removed by sending an e-mail to the websites editor of their unit. The staff cannot modify their name, office number, telephone number, job title, etc. All requests to correct, block and/or erase personal data have to be addressed to the Head of Unit concerned (the data subject HoU)

15a - Data subject rights

Right to have access; Right to rectify; Right to erase ("right to be forgotten"); Right to object

16 - Legal Basis

Agency Regulation (EU) 2016/796;#149

17 - Lawfulness of processing

The processing is lawful and necessary following Article 5 (a) and (b) of Regulation (EU) 2018/1725.

18 - Data minimisation

Only the necessary data is used for the "who is who" and for the internal registers based on SharePoint.

19 - Accuracy	Data is excerpt from the ERA IT System or from the HR team.
20 - Access and other rights of persons whose data is processed	
21 - Special category data	N/A
22 - DPIA	N/A
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	