

# EEAS Personal Data Processing Record

Ref. Article 31 of Regulation (EU) 2018/1725 - Legal obligation for maintaining records

1	Title of the processing activity	<b>EEAS social and financial aid, social assistance and advice on reimbursement of medical expenses for Headquarters and EU Delegations</b>
2	Update of the record (last modification date)	26/08/2016
3	Register reference number	1581
4	Identity and contact details of the Data Controller Joint Controller (if applicable) Data Processor (if applicable)	<p>Description of the processing:</p> <p>This processing of personal data includes: - Providing information regarding the request, referral to COM.HR for preparation of the file, analysis of the proposal and decision, calculation, payment and archiving.</p> <p>- Analysis of individual situations and files (including personal data) to correctly inform staff and refer them to the appropriate COM services, in cooperation with COM (DG.HR.D1 and/or DG.HR.D3).</p> <p>- Analysis of individual files regarding sickness insurance management, in cooperation with COM (PMO.3 and PMO.6) Contact and the transmission of data and information are made by telephone, by post (internal and/or external) or by e-mail, according to administrative practice and for the convenience of the person making the request.</p>
5	Identity and contact details of the Data Protection Officer	<p>EEAS Data Protection Officer (DPO): Emese Savoia-Keleti. SG.AFFGEN.DPO Functional Mailbox of the DPO: DATA-PROTECTION@eeas.europa.eu</p>
6	Purpose of the processing activity	<p>- Financial social aid: supervision of the various types of aid according to the implementing guidelines, mostly supplementary aid for the disabled. BA.HR.3 is contact point for EEAS staff/staff in Delegations in order to provide information – contacts with Commission (DG.HR). Files prepared and managed by the Commission, following a SLA.</p> <p>- Decision, calculation, payment and archiving by EEAS for EEAS staff.</p> <p>- Medical reimbursements: in principle fully managed by PMO. BA.HR.3 is contact point for the PMO regarding the particularities of the Delegations, and for EEAS staff/staff in Delegations in case of repeated problems and/or complaints article 90.2.</p>
7	Legal basis and lawfulness	<p>- Staff Regulations for Officials of the European Communities - Articles 1e, 72, 76 and 76a. - Conditions of Employment of other Servants of the European Union: Articles 28, 30, 95 and 98. - Financial Regulations (Council Regulation (CE, EURATOM) n 1605/2002 of 25/06/2002 concerning the financial regulations applicable to the general budget of the European Communities) - Financial aid regulations, notably Supplementary Aid for the Disabled and Assistance with home care or care for a sick child</p> <p>Rules and regulations are available on-line on the intranet page:  <a href="http://myintracomm.ec.testa.eu/hr_admin/en/social_bxl/pensioners/Pages/funds.aspx">http://myintracomm.ec.testa.eu/hr_admin/en/social_bxl/pensioners/Pages/funds.aspx</a>  <a href="https://myintracomm.ec.testa.eu/hr_admin/en/social_bxl/family/Pages/index.aspx">https://myintracomm.ec.testa.eu/hr_admin/en/social_bxl/family/Pages/index.aspx</a></p> <p>- Service Level Agreement (SLA) signed between EEAS and HR (version 21.12.2012) and in particular its Annex 3 (version 12.12.2012) - ref. Ares(2013)859035-25/4/2013</p> <p>- Service Level Agreement (SLA) signed between the EEAS and the PMO on 22.12.2010</p> <p>These Service Level Agreements are available on-line on the intranet page:  <a href="http://intragate.ec.europa.eu/eeas/eeaszone/?q=node/26443">http://intragate.ec.europa.eu/eeas/eeaszone/?q=node/26443</a></p> <p>The processing is necessary and lawful under Art. 5(a) of Reg. (EC) 45/2001. The processing is needed for the execution of a mission in public interest (staff management).</p>

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8	<p>Categories of individuals whose data is processed - Data subjects</p>	<p>EEAS staff (at Headquarters and posted in EU Delegations) and COM staff in EU Delegations and their families (not retired staff and their families, which are fully managed by COM). Staff members from the responsible Commission departments (HR and PMO services)</p>
9	<p>Categories of data - Data processed</p>	<p>Data (category or type of data), including personal data, processed are the following:</p> <p>Personal data - Surname, first name, staff number, address, statutory link, family composition, salary and family allowances, information relevant to the nature of the request, possibly medical opinions (G.P., EEAS Medical Cell, COM Medical Service, JSIS Medical Advisor, etc.) along with the proposed assistance.</p> <p>Financial data (in relation to social activity): for example verification of income and allowances of the family required for the determination of the level of social reimbursement</p> <p>Social data (in relation to social activity): for example type of social institution concerned for the treatment of a handicap</p> <p>Medical data (in relation to social activity and for medical reimbursements): for example medical prescription in order to verify the type of treatment for which reimbursement is requested, etc.</p> <p>This processing of personal data is subject to Art. 10. of Reg. (EC) 45/2001.</p>
10	<p>Recipients of data – Access to data</p>	<p>I. Division Rights and Obligations (BA.HR.3) and EU Delegations:</p> <ul style="list-style-type: none"> <li>- Assigned staff members (limited in number): Head of Division (and acting Head of Division, when the case) for decision;</li> <li>- Medical Cell, Heads of Sector and Legal Advisor: consulted on a case by case basis only;</li> <li>- Financial/operational initiating/verifying officer: for payments;</li> <li>- Heads of Administration of the EU Delegations: consulted on a case by case basis only</li> <li>- Assigned staff members of Budgetary Coordination and Accounting sector of HR.3</li> </ul> <p>II. European Commission services</p> <p>The details relating to requests for assistance are kept within the Division and are not divulged to the exterior except for:</p> <ul style="list-style-type: none"> <li>the transmission if required of details of a medical nature to the Medical Service/JSIS medical advisor</li> <li>the transmission for advice to the EC Joint Advisory Committee on Welfare Grants and Loans (CCOPS)</li> <li>the transmission to the DG.HR and PMO in the case of joint handling of a case</li> </ul> <p>III. Related to an appeal procedure</p> <p>In addition, certain administrative details of the case may be disclosed on a temporary basis to: a) the Unit of Appeals of the European Commission to prepare a response to a complaint, an appeal and/or Article 24 lodged by an individual against the Administration b) the Legal Service of the EEAS</p> <p>In these cases the service only communicates those details strictly necessary for the management of the case and always in compliance with the relevant current legislation and established case law. Transmission is in compliance with articles 7, 8 and 9 of the Regulation (EC) 45/2001. - Person concerned - AIPN (Head of Division or acting) - Staff of Medical Cell EEAS and of the Commission's Medical Service; JSIS Medical Advisor - EU joint committees dealing with social affairs and with sickness insurance management - PMO and DG.HR social services - Heads of Administration in EU Delegations - National social and medical services, local authorities, insurances, etc. - EU/EEAS services dealing with appeals and investigations</p> <p>Transmission is in compliance with articles 7,8 and 9 of the Regulation.</p>
11	<p>Transfer to Third Countries or International Organizations (IOs) and suitable safeguards (if applicable)</p>	<p>Only when required: national social and medical services, local authorities, insurances, etc.</p>

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12	Time limit for keeping the data - Retention period	According to SEC(2007)970 of 4/07/2007: Common Commission-level retention list for European Commission files: Financial and social assistance: financial aids, general assistance, support for medical reimbursements: This means the individual files of recipients of financial and social assistance for various types of requests. The files contain personal and/or financial data on the recipient/beneficiary and may contain medical information. These files are to be kept for 5+2 years .
13	Data Storage	All data related to financial social aids, social assistance and medical reimbursements are stored as follows: - paper documents (short reports, copy of e-mail exchanges, etc) are kept in a closed cupboard in an individual office which is always securely closed in absence of the administrator. - electronic notes and messages are kept in a protected file, only visible to colleagues who deal with medical and social matters.
14	General description of security measures	Organisational measures:  Confidentiality Declarations are to be signed by staff members dealing with medical information.  Technical measures:  Physical security is guaranteed by locked cupboards and locked premises. Electronical security is guaranteed by access-protected files. Transmission is protected by encrypted e-mail exchange (SECEM encryption) or by additional safeguards in case of no SECEM availability.
15	Rights of individuals	Data subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of their personal data, which will be implemented within 10 working days after the request has been deemed legitimate. If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the data controller at the following functional mailbox:  <a href="mailto:RIGHTS-AND-OBLIGATIONS@eeas.europa.eu">RIGHTS-AND-OBLIGATIONS@eeas.europa.eu</a>
16	Information to data subjects	A Privacy Statement linked to this Notification contains all information provided to the Data Subject(s). The aforementioned distinct Privacy Statement is available on the Intranet – EEASzone. A link to the Privacy Statement will be included in the initial e-mail exchange following the first contact or if not possible, provided in person through a paper copy during the first meeting.