



RECORD OF PERSONAL DATA PROCESSING ACTIVITY

Based on Article 31 of the Regulation (EU) 2018/1725¹ on the protection of natural persons with regards to the processing of personal data by the Union Institutions, bodies, offices and agencies and on the free movement of such data, each responsible EASME data controller has to maintain a record of the processing activities under his/her responsibility.

Record No: R-2020-11

Initial approval by Data Controller: *see date of Ares signature*

Previous Notification (if applicable): DPO-07-2013

Update (s) (if applicable): n/a

NAME OF THE PROCESSING ACTIVITY

Payment of salaries and individual financial entitlements

IDENTIFICATION OF THE DATA CONTROLLER

Executive Agency for Small and Medium-sized Enterprises (EASME), Head of Unit C.2, HR team.

GROUND FOR THIS RECORD (*select relevant ground*)

- Record of a new type of processing activity of personal data (before its implementation)
- Record of a processing activity of personal data that is already in place (ex-post)
- Change/Amendment/ Update of an already existing previous record (or previous notification to DPO)

DESCRIPTION OF THE PROCESSING ACTIVITY

The calculation of the salaries and the determination on individual financial entitlements is executed by the PMO following a Service Level Agreement (SLA) between EASME and PMO.

After the verification of the salaries and allowances by the Human Resources Sector of the Agency (Payroll Officer), in Administration Unit C.2, the payment is executed by the Agency's Finance Unit -Procedures and Budget Sector (C.1.1). The payment is validated by the Accountant of the Agency. The processing operations are conducted in accordance with the Staff Regulations' requirements in the framework of the Agency's Personnel Management.

¹ [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295/39 of 21.11.2018).

1. INFORMATION ON THE PROCESSING ACTIVITY

of managing payments of salaries and individual financial entitlements

This processing activity is performed in accordance with **Regulation (EU) No 2018/1725**² on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

1.1. The Data Controller is:

Head of Unit Administration C.2 at the Executive Agency for Small and Medium-sized Enterprises (EASME), Place Charles Rogier 16, B-1049 Brussels and can be contacted at: easme-hr-administration@ec.europa.eu, responsible for the verification of the salaries.

1.2. The following entity(ies) is/are acting as Processor(s):

Main Processor: PMO Salaries –Head of Unit - PMO-01-salaries@ec.europa.eu is a joint controller of the data, based on the SLA with the PMO.

1.3. The legal basis for the processing based on Article 5(1) of Regulation (EU) 2018/1725:

- (a) the processing 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 body³;
- (a2) the processing is necessary for the **management and functioning** of the Union Institutions or bodies (Recital (22) of Regulation (EU) 2018/1725) ;
- (b) the processing is necessary for **compliance with a legal obligation** to which the controller is subject, which are Title V and Annex VII of Staff Regulations as well as Title II Chapter 5 and Title IV Chapter 7 of CEOS⁴ and relevant [General Implementing Provisions](#);
- (c) the processing is necessary for the **performance of a contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (d) the data subject has given **consent** to the processing of his or her personal data for one or more specific purposes;
- (e) the processing is necessary in order to protect the **vital interests** of the data subject or of another natural person.

1.4. **The purpose** of this processing is to calculate and execute the payment of salaries and individual financial entitlement of the Agency's staff, as provided for in the Staff Regulations.

1.5. The categories of data subjects concerned by this processing are:

The Agency's statutory staff (Temporary and Contract Agents, Commission's Seconded Officials to EASME and SNES).

1.6. The following personal data are collected:

- Personal details (Forename, Surname, NUP (numéro unique de paie), personnel number, date of birth, personal address);

² Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295/39 of 21.11.2018).

³ EASME Act of Establishment: Commission Implementing Decision C(2013/771/EU) of 17 December 2013 establishing the 'Executive Agency for Small and Medium-sized Enterprises' and repealing Decisions 2004/20/EC and 2007/372/EC

⁴ Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community as last amended by Commission Decision 2018/C 451/07 (OJ 45/1385 of 14.6.1962).

- Entry into service – determination of entitlements under the staff regulations;
- Financial Identification form;
- Legal Entity form;
- Copy of an ID document;
- Request to change the place of origin / request for revision of the place of origin in the framework of a termination of service;
- Birth certificate;
- Marriage certificate / divorce /legal separation /maintenance judgements;
- Household allowance: spouse’s proofs of income
- Birth certificate of children / dependent family members;
- Children education declarations;
- Maternity / paternity /parental/part-time leaves (the related procedure is covered in the notification on leaves and absences);
- Travel expenses: taking up duty/end of service;.
- Removal taking up duty/ end of service;
- Installation / resettlement allowance;
- Daily subsistence allowance: any proof of living costs in Brussels, example : a rent agreement, family members’ installation proofs, etc.
- Legal decision impacting the salary: salary seizure notification by a financial institution/court decision informing the Agency that one of its agents has a debt and part of his/her salary shall be seized.

The above-mentioned personal data are **mandatory** for the purpose(s) outline above.

1.7. The recipients to whom of the personal data will or might be disclosed are: The Agency’s HR administration staff, Finance unit, Head of Department C, Head of Unit C2, Head of Sector C.2.1, Accountant, PMO, Legal Team and Agency’s Director as Appointing Authority and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, Court of auditors, European Anti-fraud Office – OLAF).

1.8. Personal data will not be transferred to third countries or international organisations.

1.9. The processing of this personal data will not include automated decision-making (such as profiling).

1.10. The following technical and organisational security measures are in place to safeguard the processing of this personal data: all exchange of information between the staff member and the Agency’s and Commission services involved in the procedure will be performed using SECEM (encrypted e-mails). The documents referred in paragraph 1.6 will be stored on a dedicated server folder with contingency measures with restricted access rights based on “need to know” criteria. The ARES file will also be restricted with handling restrictions stamp. The paper files on the payroll will be stored in a locked cabinet. SYSPER access is password protected, accesses /delegations to the Agency’s HR officers are defined by HoU and access to functional mailboxes is restricted to the Agency’s HR staff dealing with rights & entitlements.

1.11. The personal data concerned **will be kept for a maximum period** of 7 years⁵ from the end of service. Data will be deleted at the end of this period.

1.12. Data Subjects are informed on the processing of their personal data via a **data protection notice on their rights** :

- to access their personal data held by a controller;
- to request their personal data held by a controller to be corrected;
- to obtain in some situations erasure of their personal data held by a controller, e.g. when data are held unlawfully (right to be forgotten);
- to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal;
- **of recourse** at any time to the **EASME Data Protection Officer** at EASME-DPO@ec.europa.eu, and to the **European Data Protection Supervisor** at <https://edps.europa.eu>.

Restrictions to access documents and requests for modifications or deletion can apply in case of pre/investigations are initiated with OLAF and IDOC.

Request from a data subject to exercise a right will be dealt within **one month**.

Any queries concerning the processing of personal data, have to be addressed to the Data Controller indicated above in 1.1. at easme-hr-administration@ec.europa.eu.

⁵ [See PMO retention list.](#)