



EUROPEAN COMMISSION  
Executive Agency for Small and Medium-sized Enterprises (EASME)

## RECORD OF PERSONAL DATA PROCESSING ACTIVITY

*Based on Article 31 of the Regulation (EU) 2018/1725<sup>1</sup> 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-2019-09**

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

**Previous Notification** (if applicable): n/a

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

### NAME OF THE PROCESSING ACTIVITY

**Claiming the double dependent child allowance**

### IDENTIFICATION OF THE DATA CONTROLLER

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

### 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

EASME staff can claim to receive a double dependent child allowance provided they can demonstrate heavy expenditures and that the disease is recognised by the Medical services. Staff wishing to claim the double dependent allowance will have to provide to the EASME HR administration a claim form accompanied by a medical report filled in by the staff member's own doctor. The claim for and the medical documentation will be sent in a sealed envelope to the PMO who, in turns will contact the Medical Services to get an opinion on the validity of the file. Following a positive opinion, PMO as Appointing Authority will grant the double dependent allowance to the staff member via the payslip.

<sup>1</sup> 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 claiming the double dependent child allowance

This processing activity is performed in accordance with **Regulation (EU) No 2018/1725**<sup>2</sup> 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:

The 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.

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

PMO1 – pmo-agencies-family-allowances@ec.europa.eu and Medical services - hr-bxl-employee-assistance@ec.europa.eu

## 1.3. The legal basis for the processing based on Article 5(1) of Regulation (EU) No 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 body<sup>3</sup>;
- (a2) the processing is necessary for the **management and functioning** of the Union Institutions or bodies (Recital (22) of Regulation (EU) No 2018/1725) ;
- (b) the processing is necessary for **compliance with a legal obligation** to which the controller is subject, which are
  - [Article 67 and 68 of the Staff regulations](#);
  - [Article 2, section 1, Annex VII of Staff Regulations](#);
  - [GIP on family allowances](#);
  - [GIP on persons to be treated as dependent children](#);
  - [Internal Commission Directive on persons to be treated as dependent children](#);
  - [Internal Commission Directive on actual maintenance](#);
- (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(s) of this processing is to assess application to define entitlements to the double dependent allowance.

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

EASME Staff members i.e. CA, TA, SNE if applicable and their dependents.

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<sup>2</sup> 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).

<sup>3</sup> 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.

**1.6. The following personal data** are collected:

Staff number; first name, last name, title, date of birth, ID number, function, professional or personal e-mail address, phone number; diagnosis from the staff member's private doctor and description of the diseases/handicap. It has to be noted that EASME HR staff will not have access to these medical data as they are provided to PMO and Medical Services via a sealed envelope.

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: EASME HR staff for administrative data only, PMO1 and the Medical Services 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:

EASME staff member will exchange the data directly with PMO1 and the Medical Services only via sealed envelope. EASME will only receive a Decision from PMO1 to grant or not the double dependent allowance. Original documents are kept in a secure environment at both PMO1 and Medical Services. Electronic communication with HR administration and the staff will be done via e-mail using SECEM – documents circulating via ARES will use the relevant marking on handling restrictions.

**1.11. The personal data concerned will be kept for a maximum period** of 36 months from the Appointing Authority Decision (*PMO is the delegated Appointing Authority*). Data will be manually 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](mailto:EASME-DPO@ec.europa.eu) and to the **European Data Protection Supervisor** at <https://edps.europa.eu>.

Restrictions in particular for the right to information, modification or cancelation in accordance with Article 25 of Regulation (EU) No 2018/1725 will apply in case of pre/investigations for irregularities or anti-fraud in order not to jeopardize potential investigations.

**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](mailto:easme-hr-administration@ec.europa.eu).

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