



EUROPEAN INNOVATION COUNCIL AND SMEs
Executive Agency (EISMEA)

People, Workplace and Operational Coordination Support

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 EISMEA data controller has to maintain a record of the processing activities under his/her responsibility.

Record No: R-2020-05-2

Initial approval by Data Controller: [Ares\(2020\)2425245 - 07/05/2020](#)

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

Update (s) (if applicable): *April 2023*

NAME OF THE PROCESSING ACTIVITY

Managing a *Chambre d'écoute* process

IDENTIFICATION OF THE DATA CONTROLLER

European Innovation Council and SMEs Executive Agency (EISMEA), Head of Unit C.02 People, Workplace and Operational Coordination Support - HR sector C.02.1.

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

This *Chambre d'écoute* process aims to provide a space for all EISMEA colleagues to discuss any concerns they may have regarding significant changes affecting Agency staff, such as reorganisation, Agency relocation, etc.

This process may include ad hoc surveys before and/or during, and/or after the changes, meetings, etc.

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 a Chambre d'écoute process

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:

The Head of Unit C.02 People, Workplace and Operational Coordination Support at the European Innovation Council and SMEs Executive Agency (EISMEA), B-1049 Brussels and can be contacted at EISMEA-HR-Administration@ec.europa.eu.

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

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;
- (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 conduct a *chambre d'écoute* and/or an ad hoc survey for Agency staff in order to get their feedback on major changes to delegation of portfolios to the Executive(s) Agency/ies, relocation or the proposal of changes, and to better understand their career aspirations in the context of the Agency's mission and its (re-)organisation. This process may include meetings, ad hoc surveys etc. before and/or during, and/or after the changes.

1.5. **The categories of data subjects** concerned by this processing are:
EISMEA statutory staff (CA, TA, SNE).

1.6. The following personal data are collected:

Name, surname, unit, sector, length of service, job profile, experience.

The above-mentioned personal data are **mandatory** for the purpose(s) outline above. Additional non-mandatory personal data may be processed based on your explicit consent.

1.7 **The recipients** to whom of the personal data will or might be disclosed on a need-to-know basis is authorised staff of the EISMEA HR Sector, Heads of Unit/Heads of Department of relevant impacted units/sectors upon explicit agreement, the Director and bodies charged with monitoring or inspection

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 Establishment Act: [Commission Implementing Decision \(EU\) 2021/173](#) of 12 February 2021 establishing the European Innovation Council and SMEs Executive Agency (OJ L 50/9 of 15.2.2021).

EISMEA Act of Delegation: [Commission Decision C\(2021\)949](#) delegating powers to the European Innovation Council and SMEs Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of Innovative Europe, Single Market and Interregional Innovation Investments comprising, in particular, implementation of appropriations entered in the general budget of the Union.

tasks in application of EU law (e.g. internal audits, Court of Auditors, European Anti-fraud Office (OLAF), European Public Prosecutor's Office (EPPO)).

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: Personal data are processed on a need-to-know basis by authorised staff only, stored in files with limited access rights on secured Servers subject to the European Commission's security Decision 2017/46 of 10 January 2017. Electronic communication and files are secured for internal communication purposes; (concerned) statutory staff may receive a link to an EU-Survey that will be accessible only with EU-login username and password. Paper files are stored in locked cupboards.

1.11. The personal data concerned will be kept for a maximum period of 12 months from the date of the reply to the survey (date of submission). 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 **EISMEA Data Protection Officer** at EISMEA-DPO@ec.europa.eu and to the **European Data Protection Supervisor** at <https://edps.europa.eu>.

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

The right to information, access, rectification, erasure, restriction or objection to processing, communication of a personal data breach or confidentiality of electronic communications may be restricted only under certain specific conditions as set out in the **applicable [Restriction Decision](#)** in accordance with Article 25 of Regulation (EU) 2018/1725.

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