

RECORD NO: 5

PERSONAL FILES

Record 5 of processing operation “Personal Files”	
Date of last update	23/07/2024
Name and contact details of controller	ENISA, Corporate Support Services Unit (HR), HR-general [at] enisa.europa.eu
Name and contact details of DPO	dataprotection [at] enisa.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	<p>European Commission, DG HR (Sysper 2 system, which is used by ENISA for the processing of personal data) and European Commission’s Paymaster’s office. ENISA has a specific SLA with DG-HR (incl. Sysper 2).</p> <p>Under specific circumstances and for justified cases for reasons of data accuracy obligations of the employer, verification of data provided by the employee may lead to limited and specific data processing by the security officer.</p>
Purpose of the processing	The purpose of the processing is to maintain the personal files of the ENISA staff as regards their employment at ENISA and in accordance with the relevant provisions of the Staff Regulations and the CEOS.
Description of data subjects	The data subjects are individuals who work for ENISA and their family members. This includes Statutory (temporary agents, contract agents), and non Statutory staff (seconded national experts and trainees) and former staff members (since certain data need to be retained for a longer period if they relate to subsisting rights and obligations, e.g. pension rights).
Description of data categories	<p>The following types of personal data are processed for the above-mentioned purpose and in accordance with the Data Protection Regulation of the EU institutions :</p> <ul style="list-style-type: none"> - surname, first name, personnel number, gender, nationality, address, telephone number, place of origin; - date of birth, marital status, officially recognised registered partnership, identity and date of birth of spouse or partner, identity and date of birth of dependent children and date of adoption if relevant all including formal certificates of proof; - ENISA Unit to which the jobholder is assigned, place of assignment, category, grade, status, duration of contract, years of service, unique payroll number (NUP), Per Id RETO, administrative status and career, job description. - data related to legal matters concerning the employee -employer relation and rights and obligations
Time limits (for the erasure of data)	The personal data stored in the personal files will be retained for a period of 10 years as of the termination of employment or as of the last pension payment.
Data recipients	<p>Within the ENISA: Authority authorised to conclude contracts of employment (AACC), staff concerned in the HR and Finance Units, Head of HR and Accounting and Compliance Officer at ENISA.</p> <p>Outside ENISA:</p>



	<p>Designated staff of European Commission Sysper 2 (data processor) may have access to the data. Data is also transferred to the Paymaster's Office of the European Commission. Other duly authorised contractors of ENISA may get access to the data, subject to a substantiated request and if necessary for the provision of their services.</p> <p>The data may also be available to EU bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, European Anti-fraud Office – OLAF).</p>
Transfers to third countries	No transfers outside EU/EEA are foreseen
Security measures - General description	<p>For hard copies processing: access controlled cabinet in a 4 zone perimeter.</p> <p>For electronic copies processing: network security measures; implementation of a security policy, security policy and technical and organisational measures in EC Sysper 2.</p>
Privacy statement	Available through ENISA intranet to all staff members.

