

# TIME RECORDING-ARRIVAL AND DEPARTURE TIMES

## Record of processing activity

Title	Time recording-arrival and departure times
Name and contact details of controller	ENISA, Human Resources Unit, hr-general@enisa.europa.eu
Name and contact details of DPO	dataprotection@enisa.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	N/A
Purpose of the processing	Record arrival and departure times of staff members for the purpose of giving credits in terms of flexible working hours. The recording is done automatically with the use of badges of staff. In case the badge of a staff member is not available, the time recording is performed by the ENISA guards (only for the period of unavailability of the badge). An electronic application (PIP) is used for the staff members to check their relevant time recordings (only automatic recordings).
Description of data subjects	All ENISA staff members: TAs; CAs; SNEs; trainees, interim agents.
Description of data categories	Collection of arrival and departure times split in working hours, core hours and out of hours presence. User names and passwords of staff members to electronic application (PIP), which staff members can use to monitor their time recordings.
Time limits (for the erasure of data)	The time recordings are kept for up to one year after they are produced. Login info to PIP (username, password) is kept during the employment of a staff member at ENISA.
Data recipients	Designated HR staff; Line Managers (upon request to HR).
Transfers to third countries	N/A
Security measures - General description	General security policy and technical/organisational measures to ENISA IT systems; access control to PIP application.
Privacy statement	Available on intranet for all ENISA staff.