

FLEXITIME MANAGEMENT

Record of processing activity	
Title	Flexitime management
Name and contact details of controller	ENISA, Resources Department & Core Operations Department
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	<p>To support management of flexitime work of ENISA staff. A specific tool is used for this (MATRIX/ABB). In particular, staff members declare their daily working hours in the tool, which then automatically calculates overtime. Based on these calculations, staff member may request overtime recuperation to HR.</p> <p>Note: this process will soon to be replaced by relevant process in EC Commission Sysper system (ENISA due to migrate soon).</p>
Description of data subjects	ENISA staff members (including statutory staff, interims, trainees and SNEs)
Description of data categories	Staff member name and daily working hours (as declared by staff members).
Time limits (for the erasure of data)	Data are kept for a duration of five years, as MATRIX/ABB is also used to support project management, including FTEs management, in the context of ENISA's activities under the AWP.
Data recipients	ENISA managers have access to the data of their staff members. HR has access to staff members data to manage flexitime requests.
Transfers to third countries	N/A
Security measures - General description	General security policy and technical/organisational measures in ENISA's internal IT systems; access control and logging functionality in MATRIX tool.
Privacy statement	Information provided to all ENISA staff.