

IMPLEMENTATION OF THE SEAT AGREEMENT BETWEEN THE HOST MS AND ENISA

Record of processing activity

Title	Implementation of the Seat Agreement between the Host MS and ENISA
Name and contact details of controller	ENISA, Corporate Services Unit, hellenicauthoritiesmatters@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	To implement the Seat agreement between the Hellenic Republic and ENISA and in particular to allow ENISA staff and their families to obtain the special ENISA ID cards from the Hellenic Republic and also for them to make use of the privileges stated in the Seat agreement (e.g. VAT exceptions and car registrations).
Description of data subjects	ENISA staff (TA, CA), SNEs.
Description of data categories	Name, address, marital status, date of birth, staff category, information related to car registration (type of automobile, car plates, car frame number registration of vehicle, driving license), information related to VAT exceptions (invoices for purchased items that are subject to VAT exceptions), family information (name of spouse, address, date of birth, etc.).
Time limits (for the erasure of data)	The data should be kept for the duration of employment of the staff member with regards to the ID card. For the privileges of staff (car registration, VAT exemptions) they should be kept for the duration of the said privileges as established in the Seat Agreement.
Data recipients	Designated ENISA staff members that are responsible for co-operation with the Hellenic Authorities as regards the implementation of the seat agreement and the relevant privileges of ENISA staff. Designated staff of relevant Hellenic Authorities (Ministry of Transport, Customs, Tax authorities) that are involved in the provision of the special ID cards and other privileges of ENISA staff.
Transfers to third countries	N/A
Security measures - General description	General security policy and technical/organisational measures for ENISA's internal IT systems.
Privacy statement	Available on ENISA's intranet to all staff.