

PAYROLL MANAGEMENT

Record of processing activity	
Title	Payroll management
Name and contact details of controller	ENISA, Corporate Support Services Unit (HR), HR.entitlements@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	European Commission, DG HR, Sysper 2 system and Paymaster's office (specific SLA between DG HR and ENISA).
Purpose of the processing	Payment of data subject's remuneration (starting/ending date of remuneration, basic salary for grade & step, individual entitlements: various allowances, part-time/parental/family leave) and social security benefits to the staff (TA, CA) of the Agency as per art 62-85a SR and Annex VII SR and payments to SNEs and Trainees.
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	Concerning the ENISA staff: <ul style="list-style-type: none"> - first name, surname, unique payroll number (NUP), personnel number, administrative status - data concerning the pay, allowances and bank accounts - data concerning Social Security and pensions - data concerning recruitment and contracts - data concerning the data subject's career at ENISA Concerning ENISA staff family members: <ul style="list-style-type: none"> - pay, allowances and bank accounts
Time limits (for the erasure of data)	Collected personal data are recorded and stored as long as 10 years after the extinction of all rights of the person concerned and of any dependants, and for at least 120 years after the date of birth of the person concerned.
Data recipients	ENISA authority that concludes contracts of employment, staff concerned in the HR and Finance Units, Head of HR and Accounting and Compliance Officer. Designated staff in the EC Paymaster's Office and DG HR (Sysper 2). Duly authorised Contractors of ENISA for e.g. internal control purposes.
Transfers to third countries	N/A
Security measures - General description	General security policy and technical/organisational measures applicable to ENISA's internal IT systems; security policy in EC DG Sysper 2.
Privacy statement	Covered by privacy statements that address the various components of the payroll management.

