

BILLING OF TELEPHONE CONSUMPTIONS

Record of processing activity	
Title	Billing of telephone consumptions
Name and contact details of controller	ENISA, Corporate Support Services Unit, FIN, ITSupport@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	The purpose of this processing is the billing of telephone consumptions of ENISA staff members for their corporate mobile telephone numbers. This includes the calculation of the personal charges for mobile usage, which is performed via dedicated intranet application by each staff member. The final amount (aggregated) of personal charges is declared to the ENISA HR by the staff member.
Description of data subjects	All ENISA staff that use corporate mobile phone numbers.
Description of data categories	Mobile number, staff name, mobile phone bills.
Time limits (for the erasure of data)	Paper bills are kept for up to seven (7) years, as supporting document of financial transactions (see general record on "Financial transactions"). Electronic versions of the bills and personal usage calculation is kept up to one (1) year.
Data recipients	Designated staff of CSS, Finance Section for keeping the hard copies of the bills. Designated IT staff, who download the monthly bills and upload them to the internal systems to enable calculation of personal usage. Calculation of personal usage of each staff member is restricted to the staff member. The HR sector receives final (aggregated) amount of personal usage for each staff member and integrates this in payroll.
Transfers to third countries	N/A
Security measures - General description	General security policy and technical/organisational measures applicable to ENISA's internal IT systems. Secure cupboards for paper files. Calculation of personal usage restricted to each staff member.
Privacy statement	Information available on intranet for all ENISA staff members

