

PRE-RECRUITMENT AND ANNUAL MEDICAL EXAMS OF ENISA STAFF

Record of processing activity	
Title	Pre-recruitment and annual medical exams of ENISA staff
Name and contact details of controller	ENISA, Human Resources Unit, hr-general@enisa.europa.eu and recruitment@enisa.europa.eu (in the context of pre-medical visits)
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	In the context of pre-medical visits: European Commission's Medical Service as per SLA in place with ENISA, Ref. SLA ENISA/M/02/12ADM. For the annual medical check up: Geniki Exypp Prostasia AE via purchase orders for 3-6 months.
Purpose of the processing	Fulfillment of legal requirement for ENISA staff to undergo a medical exam upon engagement (pre-recruitment medical exam) and on annual basis (annual medical exam), as well as the development of a preventive culture with respect to health (Staff Regulation articles 59(3), 28(e), 33, 60 and CEOS article 12(2)(d), 13, 82(3)(d), 83).
Description of data subjects	For the pre-recruitment medical exam: newly appointed staff members (TA and CA). For the annual medical exam: all ENISA statutory staff (TAs, CAs).
Description of data categories	1) For the pre-recruitment medical examination: - Family name, name, date of birth, personal number, job category, language spoken, gender, nationality and preferred date of medical visit. - In the context of reimbursement of travel expenses incurred by the pre-medical visit: information provided in the reimbursement claim form, information provided in the Legal Entity and Financial Identification Form, bank account details, personal data, ID and any supporting document related to the travel arrangements e.g. electronic ticket for the flight, boarding passes, and other invoices etc. - "Fit to work" certificate provided by the EC medical centre. Note: Medical examinations are performed in the medical centre of the European Commission and medical results remain within their files, thus no medical information is transferred to ENISA. ENISA receives the medical visit certificate "fit to work" issued by the EC Medical Service and keeps the document in the personal file of the appointed staff member. 2) For the annual medical exam: - Name, date of birth, personal number, position (TA or CA), date of take up employment, dates of annual medical exams performed, total amount of expenses; list of exams performed (laboratory, ophthalmological, gynaecological and PSA (men over 40) and relevant invoices.

	<p>- Medical exams could be performed in the medical centre contracted by ENISA (Orthoviotiki) or any other medical services provider chosen by the staff member. No medical information is transferred to ENISA.</p> <p>- ENISA only receives the "Fit to work" certificate provided by the ENISA medical advisor or any other doctor chosen by the staff member. This certificate contains the following information: name, date of birth, date of annual medical exam, confirmation of doctor further to assessment of results: fit/unfit to work, date and signature of examining doctor.</p>
Time limits (for the erasure of data)	<p>In the context of the pre-recruitment medical examination:</p> <ol style="list-style-type: none"> 1. ENISA HR keeps no record of the medical results of staff. 2. The pre-recruitment medical certificate "fit to work" is kept for the duration of the employment contract of the staff member. 3. Financial information related to reimbursement of travel expenses are kept for up to 7 years, according to ENISA's financial regulation. <p>For the annual medical exam:</p> <p>The results of the annual medical exam are kept for one year by the Medical Adviser (Staff does not share the results of this visit with HR at all). The HR Unit receives the "Fit to work" certificate, which does not specify medical data. This certificate is kept for 1 year.</p>
Data recipients	<p>For the pre-recruitment visit: HR staff; European Commission medical service.</p> <p>For the annual medical exam: HR staff, medical advisor of ENISA. Orthoviotiki (data processor) receives the list of ENISA staff that are eligible to conduct the annual medical exam in the medical centre.</p>
Transfers to third countries	N/A
Security measures - General description	<p>General security policy and technical/organisational measures for ENISA's internal IT systems; Dedicated cabinets for paper records; HR does not keep copies (electronic or paper) of medical certificates, except from "Fit-to-work" certificate as described above.</p>
Privacy statement	<p>https://www.enisa.europa.eu/recruitment/working-for-enisa/privacy-statement-pre-recruitment-medical-visit</p>