

# MISSIONS MANAGEMENT

Record of processing activity	
Title	Missions management
Name and contact details of controller	ENISA, Corporate Support Services Unit (FIN), finance@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	T&T Executive S.A.: providing travel agency services under specific Framework Contract with ENISA.
Purpose of the processing	<p>1) To provide for missions booking/organisation for ENISA staff. The data processor (T&amp;T Executive) provides for the relevant travel agency services (travel and hotel accommodation).</p> <p>2) To calculate entitlements and costs associated with missions carried out by ENISA staff in the interest of the service. In order to do so, a specific tool is used in-house(MIMA).</p>
Description of data subjects	Statutory and non statutory staff of ENISA, including TAs, CAs, Interim Agencies and SNEs.
Description of data categories	Personal data related to staff going on ENISA missions, i.e. name, destination, purpose of mission, period, choice of schedule, choice and location of accommodation, modes and time of transport, ancillary services, e.g. internet connection, mission report, etc.
Time limits (for the erasure of data)	As per ENISA's applicable financial rules (Article 47) and for audit purposes, files relating to financial transactions are to be retained in the archives for a period of 5 years following the discharge of the financial exercise. The discharge of the financial exercise is generally signified 2 years after the financial year, for a total of minimum 7 years for holding the personal data.
Data recipients	<ul style="list-style-type: none"> <li>- The Finance team for treatment of the financial file;</li> <li>- Heads of Units/Department/ Authorising Officers to approve the financial transaction;</li> <li>- The European Commission ABAC system's operators;</li> <li>- The data processor for the purpose of arranging travel and hotel accommodation for missions; Amadeous Global Distribution System (GDS) for airline bookings; hotel booking companies (sub-processors).</li> <li>- Other institutions delegates (Court of Auditors - IAS - OLAF) for control of the financial file.</li> </ul>
Transfers to third countries	<p>ENISA's missions management does not in general include transfers of personal data outside EU/EEA.</p> <p>Regarding the booking of travel tickets and hotel accommodation via the ENISA's processor (T&amp;T Executive S.A. - travel agency), transfer of personal data of an ENISA's staff member to a third country may take place, if the destination of the mission is outside EU/EEA (i.e. necessary transfer of personal data to airline companies and hotels residing in the place of destination - via Amadeous GDS and hotel booking companies). In such case, the transfer is based on article 50 (1)(a) &amp;</p>



	(b) Regulation (EU) 1725/2018 - derogation on the basis of data subject's consent and performance of a contract.
Security measures - General description	General security policy and technical/organisational measures for ENISA's internal IT systems; security measures and access control policy in MIMA application; security measures at processor's systems (for travel and hotel bookings) - under specific contract with ENISA.
Privacy statement	Available on ENISA's intranet for all staff.

