

REPORTING AND HANDLING OF COVID CASES

Record of processing activity	
Title	Reporting and handling of covid cases
Name and contact details of controller	ENISA, Corporate Support Services Unit, HR (HR-general@enisa.europa.eu, Notif.Sickleave@enisa.europa.eu)
Name and contact details of DPO	dataprotection@enisa.europa.eu
Name and contact details of Joint Controller	
Name and contact details of processor	N/A
Purpose of the processing	<p>The reporting of covid-19 cases to ENISA and further handling of such incidents by ENISA.</p> <p>In particular, staff members are asked to inform ENISA HR, in case they have tested positive to covid-19 (only in case that they were present in the office for up to 14 days before the positive testing). In such an event, all staff members present in the office up to 14 days prior to the event are informed by ENISA and given further guidance. A staff member that has informed of a positive test, may return to work only after a confirmed negative test (information of ENISA HR). No medical results or other medical information is requested by ENISA. No contact tracing takes place by ENISA.</p> <p>The names of staff members reported positive are kept confidential by ENISA's HR. HR may disclose to the Security Officer and ENISA Security Guards the name of staff members reported positive with COVID-19, particularly for staff present in the office in the same period; the purpose of this disclosure is to enforce access control, as appropriate (see also related record for Presence monitoring). For staff testing positive during teleworking no such information will be shared.</p>
Description of data subjects	ENISA staff members (TAs, CAs, interim agents, SNEs)
Description of data categories	Name, notification of positive covid case, notification of negative covid test. The information is provided by the staff member directly; no medical results or any other medical information is processed by ENISA.
Time limits (for the erasure of data)	Personal data are kept upon the received confirmation (by the staff member) of negative test.
Data recipients	Delegated staff members of ENISA HR. HR may disclose to the Security Officer and ENISA Security Guards the name of staff members reported sick with COVID-19, particularly for staff present in the office in the same period; the purpose of this disclosure is to enforce access control, as appropriate (see also related record for Presence monitoring). For staff becoming ill during teleworking no such information will be shared.
Transfers to third countries	N/A
Security measures - General description	General security measures, as per security policy for ENISA internal systems.
Privacy statement	Information on ENISA intranet for all staff

