

PERSONAL FILES

Record of processing activity	
Title	Personal Files
Name and contact details of controller	ENISA, Corporate Support Services Unit (HR), HR-general@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, which is used by ENISA for the processing of personal data) and European Commission's Paymaster's office. ENISA has a specific SLA with DG-HR (incl. Sysper 2).
Purpose of the processing	The purpose of the processing is to maintain the personal files of the ENISA staff as regards their employment at ENISA and in accordance with the relevant provisions of the Staff Regulations and the CEOS.
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	<p>The following types of personal data are processed for the above-mentioned purpose and in accordance with the Data Protection Regulation of the EU institutions :</p> <ul style="list-style-type: none"> - surname, first name, personnel number, gender, nationality, address, telephone number, place of origin; - date of birth, marital status, officially recognised registered partnership, identity and date of birth of spouse or partner, identity and date of birth of dependent children and date of adoption if relevant; - ENISA Unit to which the jobholder is assigned, category, grade, status, duration of contract, years of service, unique payroll number (NUP), Per Id RETO, administrative status and career, job description.
Time limits (for the erasure of data)	Personal files are 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	<p>Within the ENISA: Authority authorised to conclude contracts of employment (AACC), staff concerned in the HR and Finance Units, Head of HR and Accounting and Compliance Officer at ENISA.</p> <p>Outside ENISA:</p> <p>Designated staff of European Commission Sysper 2 (data processor) may have access to the data. Data is also transferred to the Paymaster's Office of the European Commission. Other duly authorised contractors of ENISA may get access to the data, subject to a substantiated request and if necessary for the provision of their services.</p>



Transfers to third countries	N/A
Security measures - General description	For manual processing: access controlled cabinet in a 4 zone perimeter. For automated processing: network security measures; implementation of a security policy, security policy and technical and organisational measures in EC Sysper 2.
Privacy statement	Covered by privacy statement that addresses the various components of the personal files.

