

LEAVE MANAGEMENT

Record of processing activity	
Title	Leave Management
Name and contact details of controller	ENISA, Human Resources Unit, 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	N/A
Purpose of the processing	Managing absences and leaves of ENISA staff members in application of Commission Decision C(2014)2502.
Description of data subjects	Statutory (TA, CA, SNE) and non-statutory staff (interims, trainees)
Description of data categories	<p>Data on absences (including leave, special leave, sick leave and annual leave, teleworking, flexitime), which are stored at the following tools:</p> <ol style="list-style-type: none"> 1) Central HR Repository 2) Leama, electronic database for leave management 3) Mima, electronic database for missions regarding fitness to travel before or during missions (e.g. staff member on medical part time or sick leave before or during mission) 4) Excel sheet kept by HR assistant responsible for sick leaves regarding sick leaves and special leaves of staff (all statutory and non statutory apart from interims); excel sheet kept by HR regarding staff on telework 5) Departments have information on leaves of staff members, eventually kept by secretariat (e.g. summer holiday planning) 6) Absence calendar in the intranet (outlook interacts with Leama and the absence calendar regarding approved absences of staff, only mentioning absences and missions) 7) Physical leave file. <p>The following data are stored at the different tools:</p> <p>Name, personnel number, dates of leave taken, type of leave (e.g. annual, sick, special leave, teleworking, flexitime), working regime.</p> <p>Note: in case of sick leaves, the medical certificates are sent directly by the staff member to the European Commission medical service. ENISA does not process any medical data of staff in the context of sick leaves.</p>
Time limits (for the erasure of data)	<p>Data related to sick leave: conservation period of 3 years for data necessary to justify an absence due to sick leave.</p> <p>Annual leave: In general data on annual leave should not be kept for more than 3 years provided that there is only justification for keeping them any longer (a dispute or appeal were under way).</p>

	Other leaves: As a general rule, personal data on part-time, parental and family leave are kept until termination of employment. In cases in which any right of the data subject still persists or there is an ongoing appeal, then the data might be kept for longer periods.
Data recipients	Designated HR staff managing leaves; line managers of the staff members. The ENISA absence calendar (available on the intranet) provides information with regard to absences of staff (indication: absence or mission).
Transfers to third countries	N/A
Security measures - General description	General security policy and technical/organisational measures applicable to ENISA's internal IT systems. Physical files of leave from staff data are kept by HR in secure cabinets.
Privacy statement	Available on intranet to all ENISA's staff.

