

01 - Name of processing	Communication of personal data of ERA staff to the Permanent Representations of the Member States to the EU (Perm Reps) and the French Ministry of Foreign Affairs (MoFA)
02 - Reference	14
03 - Submission Date	02-02-12
04 - Last update	09-09-21
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	Human Resources
05c - Controller's email	HoUResourcesandSupport@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500
07 - Name and contact details of joint controller (where applicable)	
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	N/A
09 - Purpose of processing	Answers to requests from Perm Reps / MoFA aimed at enabling them to: <ul style="list-style-type: none"> - Contact staff for administrative, electoral, military, cultural or social issues related to the country of origin; - Establish who is residing / employed in the hosting country; - Follow the numbers of Member State's nationals in the European institutions; - Maintain regular working relations of Member States and European institutions in the framework of the implementation of the Treaties.
10a - Data Subjects	Temporary agents, contract agents and SNEs

10b - Personal data	<p><u>For MoFA</u>:Name, date and place of birth, marital status, nationality(ies), date entry into France, date entry into service, address in France (<i>if applicable</i>), previous address abroad (<i>if applicable</i>), spouse/parents/children data (<i>i.e. name, date and place of birth, nationality, date and place of marriage (if applicable), gender</i>), previous occupation, title, administrative attachment, administrative address, working place (city).</p> <p><u>For Perm Reps</u>:Depending on the aim of the request, the ERA can provide following data: name, title position, administrative status, nationality.</p>
11 - Time limit for keeping the data	No copies of the completed forms or data are retained.
12 - Recipients of the data	Perm Reps and MoFA.The transfer of data is used for no other than the predefined purposes.The Perm Reps are governed by the EU data protection regulations and the MoFA is governed by the dataprotectionlegislation applicable in France.
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	In the exceptional case of transfer of your data to third parties, the staff members' consent in requested in advance and the requestor is informed of the principle that data must be processed in strict confidentiality and exclusively for the purpose for which it was submitted.
14 - How is data stored? What are the security measures implemented?	<p>The fact that the forms for the MFA are completed manually and sent by regular mail, does not imply special security measures.</p> <p>For data sent to the Perm Reps by email, the standard IT security system is in place.</p>
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	Information is provided via a special privacy statement and by the HR sector during the first days of employment.
15a - Data subject rights	Right to have access; Right to rectify
16 - Legal Basis	Transparent management of the agency and the principle of sincere collaboration with Member States in the framework of the implementation of the Treaties (Article 10 of the EC Treaty) and the MoFA.:#34

17 - Lawfulness of processing	Article 5 d) of Regulation (EU) 2018/1725Request from Member States
18 - Data minimisation	Upon request by third parties.
19 - Accuracy	The data processed for these requests derive directly from HR databases.
20 - Threshold assessment	N/A
21 - Special category data	NA
22 - DPIA	NA
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	