

<b>01 - Name of processing</b>	<b>TimA- Time recording and accounting</b>
02 - Reference	19
03 - Submission Date	13-02-12
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	Data are processed in order to account the hours worked for the validation of the timesheets and to offset credit or debit working hours and related recuperation respect the working time obligations in general. This data may eventually also be used by the hierarchical superior and the HR for the planning and management of resources.Data cannot be further processed in a way incompatible with these purposes. In particular, data relating to time accounting shall not be used for evaluation purposes in the framework of the CDR exercise.
10a - Data Subjects	All statutory staff members, trainees and SNE's at ERA.

10b - Personal data	<ul style="list-style-type: none"> <li>· Employee: "Last name", "First name".</li> <li>· Employee's Position: "Organizational Unit" (Directorate, Unit, Sector), "Post Time" (full/part time), "Reports to".</li> <li>· Employee's worked hours and availability from Monday to Friday: "Morning start time", "Morning end time", "Morning reason", "Afternoon start time", "Afternoon end time", "Afternoon reason". The generation of the balance is automatically calculated on the information that is entered by the staff.</li> </ul>
11 - Time limit for keeping the data	Data are retained for one calendar year + 2 months.
12 - Recipients of the data	<ul style="list-style-type: none"> <li>· The staff member</li> <li>· The hierarchical superior or her/his delegate. In this case, the delegated person can be only belonging to the same sector/unit.</li> <li>· The controller, the Data Protection Officer, the TimA Administrator may have also access to the data.</li> </ul> <p>On case by case basis, the Controller, under the terms of the Article 7 of the Regulation, may transfer personal data to other recipients at the ERA.</p> <p>In particular circumstances, on a case by case basis, personal data may be disclosed on a temporary basis to the following categories of recipients within the European Union institutions and bodies:</p> <ul style="list-style-type: none"> <li>· OLAF and/or IDOC within the frame of their inquests,</li> <li>· the Ombudsman, at his request,</li> <li>· the European Data Protection Supervisor, at his request, the Judges of the European Court of Justice, upon request.</li> </ul>
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
14 - How is data stored? What are the security measures implemented?	As per ERA's Electronic Information Security Rules.

15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice

ERA staff, trainees and SNE's are informed about the working time decision during an induction session within the first days after having taken up duty/mandate at ERA. Additionally the privacy statement is made available in intranet ERA staff, trainees and SNE's are instructed on how to use and introduce their working hours in the TimA tool (reference to the work instruction "INS\_STA\_001 Working time". Every ERA staff member and SNE can access / consult / introduce his/her own flexi time data. This allows the staff member to verify that the data is correct and, should this not be the case, to correct it him/herself.

15a - Data subject rights

Right to have access; Right to rectify

16 - Legal Basis

Amendment to the Agency's Founding Regulation; Commission Decision C(2014)2502; #Decision n°99 of the AB; ERA-ED-DEC-750-2014; #SR (art. 55(4), 16, 91);#83

17 - Lawfulness of processing

Article 5 b) of Regulation (EU) 2018/1725

18 - Data minimisation

Requested data are the minimum to calculate the working time in the morning and in the afternoon

19 - Accuracy

data is entered by the staff him/herself

20 - Threshold assessment

21 - Special category data

22 - DPIA

23 - Link to the Threshold assessment-Risks

24 - Other related documents