

01 - Name of processing	Renewal of contract of employment of the ERA statutory staff
02 - Reference	24
03 - Submission Date	19-03-12
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	Personal data of ERA staff members are processed in order to facilitate and manage the renewal of contracts of employment of limited duration that are reaching their enddate. A dedicated form is filled in and signed by different actors (HR, staff member, HoU RSU, Hierarchical superior of staff member, Legal officer, Executive Director)
10a - Data Subjects	Temporary Agents and Contract Agents whose contract of employment is up for renewal
10b - Personal data	Identification data: Family name, name, Employment data : and since 11.10.11 the FG, grade and step. Justification for staff renewal/non renewal
11 - Time limit for keeping the data	Ten years from the termination of employment or from the last pension payment, whatever applicable

12 - Recipients of the data	<ul style="list-style-type: none"> - The contracting authority of the ERA; - The designated staff in the HR sector; - The HoU Resources and Support; - The staff member's hierarchical superior(s); - The legal officer; - In particular circumstances data may be disclosed on a temporary basis to: <ul style="list-style-type: none"> · Judges of the Civil Service Tribunal, at their request, or · The Prosecutor's office by request, or · OLAF and/or the IDOC within the frame of their inquests, or · The Ombudsman, at his request, orThe European Data Protection Supervisor, at his request
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?	<p>All paper based contracts of employment of statutory staff members are processed manually and stored in code protected fire safes to which only authorized HR staff have access.</p> <p>The scanned contracts of employment referred to under 15 are saved in the common HR drive to which only designated HR staff members have access. Other than e-storage this exercise has no other purpose.</p> <p>Dedicated form duly filled in and signed is stored with the staff member personal file</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	<p>Once in duty, staff members are informed about allowed access to their personal data in order to check/verify/consult its contents or to take copies of documents. It is also explained that any amendment/alteration/modification/correction/deletion to the personal data file must be -duly justified- introduced by the staff (via the Data Controller for corrections and deletions) and executed by the designated actors in the HR sector. A privacy statement on the renewal of contracts of employment has been drafted and will be posted on the ERA intranet .</p>
15a - Data subject rights	Right to have access

16 - Legal Basis

Decision 251/11.2009;#44;#Decision 340/11.2010;#45;#Decision N° 135/06.2008
;#9;#EC Regulation No. 881/2004 (ERA's statutory Regulation);#35;#SR & CEOS
(articles 12-15) and 82-84, ANNEX III, especially article 6);#15

17 - Lawfulness of processing

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

18 - Data minimisation

Set of data identified in the form

19 - Accuracy

Form is processed with the information provided by all actors

20 - Threshold assessment

NA

21 - Special category data

22 - DPIA

23 - Link to the Threshold assessment-Risks

24 - Other related documents