

01 - Title of personal data processing	Questionnaire about skills for SSC assessments and SSC register of resources
02 - Reference	97
03 - Submission Date	14/12/2020
04 - Last update	
Part A of RECORD of processing activities according to Article 31 Regulation 2018/1725 (publically available)	Please consult the relevant EDPS guideline in your sector, if it exists, or : https://edps.europa.eu/data-protection/our-work/our-work-by-type/guidelines_en (this url is not working with Internet Explorer, use Chrome or Firefox).
Controller(s) of data processing operation (Article 31.1(a))	In case of more than one controller, see Article 28.
05 - Name and contact details of controller	
Name of the Controller	ACCOU Bart
Unit responsible for the processing the activity	Safety and Operations Unit
Controler's functional mailbox	bart.accou@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, contact details of joint controller (where applicable)	
Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08 - Name and contact details of processor (where applicable)	
Purpose of the processing (Article 31.1(b))	The reason why the personal data are processed and what is intended to achieve and the underlying reason for the processing. The individual steps used for the processing are described.If there is the need (later on) to further process the data for another purpose, the Data Subject must be informed in advance.

09 - Purpose of processing

To collect information about language skills, competences/ experience and training received for the purpose of effective and efficient planning for the SSC process and adequate assignment of the assessors to the applications.

Information about training needs is gathered for the purpose of delivering training program to the SSC assessors.

Moreover, this activity is not linked in any way to the annual evaluation of the Agency staff. The gathered data relates solely to the planning and processing of the SSC applications, developing trainings for the assessors, and does not influence the overall evaluation of staff.

Description of data subjects and personal data categories (Article 31.1(c))

Description of the categories of persons affected and which data about them will be processed.

10 - Description of the categories of

a - data subjects

ERA staff on the list of SSC assessors.

b - personal data

Language skills, competences, trainings, training needs, first name, last name, name of organisation, name of unit/ department

Retention time (Article 31.1(f))

For how long data is retained and the related justification for this retention period? If appropriate, differentiate between the categories of personal data. If the retention period is unknown, please indicate the criteria for determining it.

11 - Time limit for keeping the data

Personal information is retained by the Agency as long as the data subject is on the list of SSC assessors, while the Agency has the legal obligation to participate in the process of issuing SSC.

Recipients of the data (Article 31.1(d))

Recipients are all people to whom the personal data are disclosed (“need to know principle”). Not necessary to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).

12 - Recipients of the data

ERA staff responsible for carrying out this processing operation that is the persons responsible for planning of the SSC delivery activity, including allocation of the assessors to the applications, and those identifying training needs and developing trainings for the SSC assessors. Those are Head of Safety and Operations Unit, Programme Managers from Planning, Approvals and Delivery Unit and staff assigned by Head of Safety and Operations Unit to further develop the above-mentioned tasks.

Transfers to third countries or International Organisations (Article 31.1(e)) If the personal data are transferred outside the EU, this needs to be specifically mentioned, since it increases the risks of the processing operation (Article 47).

13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

No.

General description of security measures, where possible (Article 31.1(g))

Please specify where the data are stored (paperwise and/or electronically) during and after the processing. Specify how they are protected ensuring “confidentiality, integrity and availability”. State in particular the “level of security ensured, appropriate to the risk”.

14 - How is data stored? What are the security measures implemented?

The data is collected by a questionnaire via email.

The data will be combined and put in the SSC register stored on the server of the Agency.

Information/Transparency (Article 14-15)

Information shall be given in a concise, transparent and easily accessible form, using clear and plain language.

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

See Data Protection

Notice https://intranet.era.europa.eu/SAF/_layouts/15/WopiFrame.aspx?sourcedoc=/SAF/Documents/Skills%20for%20SSC%20assessments/Data%20Protection%20Notice_SSC%20questionnaire.docx&action=default

Data subject rights (tick if "Anytime")

Right to have access
Right to rectify
Right to erase (“right to be forgotten)
Right to restrict of processing
Right to data portability
Right to object

Part B - Compliance check and risk screening (internal) - Compliance check (Articles 4 and 5)

16 - Legal Basis

Railway Safety Directive

17 - Lawfulness of processing

The data processing operation is carried out in accordance with Art. 5(1)(a) of Regulation (EC) 2018/1725: processing is necessary for the performance of a task carried out in the public interest.

Consent is required under Article 5(1)(d) of Regulation (EU) 2018/1725.

18 - Data minimisation

Data collected through the questionnaire is essential for the efficient delivery of the SSC certificates to the applicants as well as development of competences of SSC assessors. Data subjects need to provide the required information to deliver their tasks as SSC assessors/ Project Managers and to improve their level of knowledge and competences.

19 - Accuracy

For data submission people on the list of SSC assessors provide the needed data via questionnaire.

High risk identification

20 - Threshold assessment, fill in the specific Threshold assessment-Risks entry in sharepoint.

Some risky processing operations require additional safeguards and documentation.

Special category of data is considered:

1. data relating to health, (suspected) criminal offences or otherwise considered sensitive ('special data categories');
2. evaluation, automated decision making or profiling;
3. monitoring data subjects;
4. new technologies that may be considered intrusive.

Yes/No, if yes, mention which one from the above it is under field 21 below

If any of these data concerned, you need to do a DPIA-see DPIA procedure.

21 - Special category data

No

Part C - Related documents (internal)

22 - DPIA

No

23 - Link to the Threshold assessment-Risks

24 - Other related documents