

01 - Name of processing	Enterprise Project Management
02 - Reference	63
03 - Submission Date	27-06-16
04 - Last update	24-06-20
05a - Controller	DOPPELBAUER Josef
05b - Unit-Sector	Executive Director
05c - Controller's email	
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)	

09 - Purpose of processing

The information provided by the MS project tool is used to:

- Plan, monitor and record billable hours for OSS applications and chargeable services.
- Provide deliverables to EC as planned in the ERA Programming document.
- Report on the planned tasks/projects/activities completion periodically to the Management Team, yearly to the Agency Management Board.
- Increase the Agency's efficiency and effectiveness through better prioritization of tasks/projects/activities, according to the existing workloads and the skilled available resources.

Additionally, the tool supports the Budget management, in view of improving cost management of the ERA activity (mission/meeting, labour, interpretation/translation, etc.).

The EPM tool is not intended to be exploited as staff performance tracking and reporting system. Therefore, no use for the Career Development Review (CDR) evaluation is envisaged.

10a - Data Subjects

Statutory staff members and SNEs that have been granted the ERA user account and that have received tasks through the Enterprise MS Project tool.

10b - Personal data

The collected personal data are the following: family name, first name, tasks/activity assigned to each data subject, actual hours spent on each task.

11 - Time limit for keeping the data

Personal data contained in MS Project tool for projects and services which record non-billable time is retained 5 years.

Personal data contained in MS Project tool for OSS applications which record billable time follows the retention rules established for the OSS.

12 - Recipients of the data	<p>Recipients of the data are Statutory staff members and SNEs that have been granted the ERA user account.</p> <p>All the recipients are reminded of their obligation not to use the accessed data for any further purpose other than the one for which they were transmitted.</p>
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Not applicable
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	The relevant Privacy Statement is available in the Enterprise MS Project Management application (here below attached).
15a - Data subject rights	Right to have access; Right to rectify
16 - Legal Basis	Agency Regulation (EU) 2016/796; Decision No. 116 of the ERA Administrative Board adopting the ERA management standards and repealing Administrative Board Decisions No. 23 and No. 81;#123
17 - Lawfulness of processing	
18 - Data minimisation	
19 - Accuracy	
20 - Access and other rights of persons whose data is processed	
21 - Special category data	No, MS Project is an IT tool designed to plan and monitor projects and services and not data subjects.
22 - DPIA	
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	