

01 - Name of processing	IT staff on-site availability planning
02 - Reference	54
03 - Submission Date	03-04-14
04 - Last update	30-06-20
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	ITFM
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	The purpose of the processing activity is to gather information about planned unavailability of the ITFM staff, including also periods that are not registered yet in LeaMa or MiMa (e.g. possible leaves).
10a - Data Subjects	Agency's staff (temporary agents, contractual agents), SNEs, employees who work for a third party service provider involved in the provision of services.
10b - Personal data	Data related to the unavailability: <ul style="list-style-type: none"> • Last Name • First Name • Period of the unavailability • Staff member deputising the Head of ITFM Sector
11 - Time limit for keeping the data	The MS-Excel file of the current year will be disposed at the latest on 31st January of the following year.

12 - Recipients of the data	<p>The access to the MS-Excel file displaying the unavailability of the ITFM staff is granted, in read mode, to all ERA users.</p> <p>The controller, the Data Protection Officer, the Head of ITFM, the SharePoint Administrator, the FM team staff, the Reception Desk staff and the ICT Security Officer have also access to system logs.</p> <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> <p>OLAF and/or IDOC within the frame of their inquests, the Ombudsman, at his request, the European Data Protection Supervisor, at his request, the Judges of the European Court of Justice, upon request.</p>
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 Electronic Information Security Policy
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 privacy statement is available at the ITFM intranet web site.This processing of personal data is not subject to art.10.
15a - Data subject rights	Right to have access; Right to rectify
16 - Legal Basis	ERA-ED-DEC-730-2013 ;#81
17 - Lawfulness of processing	Article 5 a) of Regulation (EU) 2018/1725The processing of personal data is necessary for the performance and the support of numerous tasks carried out by the Agency as mandated by its founding regulation.
18 - Data minimisation	mimimun set of data to identify the saff member and the period of availability/unavailability

19 - Accuracy	Data entered by the staff
20 - Access and other rights of persons whose data is processed	online calendar
21 - Special category data	
22 - DPIA	
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	