

Record of processing activity

01 - Name of processing	Personal data of prospecting auditors to participate in the NSA monitoring activity
02 - Reference	75
03 - Submission Date	29/06/2018
04 - Last update	16/11/2023
05a - Controller	GIGANTINO Anna
05b - Unit-Sector	Monitoring, Analysis, Research and Stakeholders Unit
05c - Controller's email	AOD.mars@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu [mailto: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)	N/A
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 NSA monitoring is to develop, implement and run a system of audits (Article 33 (2) to (6) of Regulation 216/796) to monitor NSA. The processing of personal data facilitates the selection of auditors to participate in the audit teams which will be comprised of Agency staff and NSA staff.
10a - Data Subjects	Agency staff and NSA staff participating in NSA Monitoring activity.
10b - Personal data	Family name, given name, organisation, professional e-mail address, business telephone number, declaration on competencies, experience, training in the areas relevant to the audits and languages level as described in the Competency framework. Additional data in case that an appointment letter is offered: ID/passport number and bank account details for reimbursement of expenses and payment of allowances.

11 - Time limit for keeping the data	All application forms are kept by the Agency for the duration of the auditor interest in the NSA Monitoring service. At the auditor request they can be modified or deleted. Regarding the Agency Extranet collaboration space, personal data shall be kept as long as the data subject has access to the Extranet. After the deletion of the data subject's profile, the relevant personal data shall be kept for 13 months and then, will be deleted.
12 - Recipients of the data	Defined staff of the Agency involved in the NSA Monitoring activity, defined IT staff for the purpose of providing technical service and the relevant contractor in case of specific training.
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	None
14 - How is data stored? What are the security measures implemented?	Applications will be stored in the dedicated workspace on Extranet with a restricted access to prospective auditors for accessing and modifying only their own application. Access to all applications is restricted to defined staff members of the Agency (see section above: recipients of the data). The personal data information is stored under the Stakeholder Relations Management Online (SRMO) tool (as long as the data subject has access to the Extranet) until the data subject requests deletion of the profile page. All personal data in electronic format (e-mails, documents, etc.) are stored either on the servers of the Agency's in its premises or alternate site or in Microsoft datacentres in the EU (linked to the Agency's and Commission's Office 365 environment). However, diagnostic data covered by contractual rules may be sent to Microsoft outside EU territory. Microsoft commits to have in place written agreements with all sub-processors that are at least as restrictive in terms of data protection and security as their data processing agreement with the EC. The activities of all sub-processors are in scope of third-party audits. For further information please check data protection notice related to "Content creation and collaboration by means of Microsoft Office 365 online" available at: Data protection European Union Agency for Railways (europa.eu) [https://www.era.europa.eu/content/data-protection]
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	Privacy notice (attached to the present record and in the Extranet relevant workspace)
15a - Data subject rights	Right to have access
16 - Legal Basis	Agency Regulation (EU) 2016/796

17 - Lawfulness of processing	The processing is lawful under Art. 5.1(a) of Regulation EU 2018/1725 repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC: ((a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body)
18 - Data minimisation	In line with the requirements in the legal basis the data collected are sufficient to identify the expert and evaluate whether they satisfy the criteria.
19 - Accuracy	Prospective auditors have access to the dedicated workspace in Extranet to register where they will be able to access and modify only their own application.
20 -Threshold assessment, fill in the specific Threshold assessment-Risks entry in sharepoint.	N/A
21 - Special category data	None
22 - DPIA	None
23 - Link to the Threshold assessment-Risks	N/A
24 - Other related documents	N/A