

01 - Name of processing	Salary payments process
02 - Reference	11
03 - Submission Date	03/08/2011
04 - Last update	09/09/2021
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	Collecting and transferring data related to staff to PMO. Receiving and verifying data PMO calculation on staff's salary. All PMO files are stored in a directory where only Finance and HR sectors have access. Transferring list of payments to bank and delivering individual salary slips to staff members by HR.
10a - Data Subjects	Staff members (under any contractual type) and SNE's. Trainees
10b - Personal data	The data fields (salary slip) concerned are the following:- Name of the person- Bank account- NUP number- Grading- Number of dependent children

11 - Time limit for keeping the data

All accounting related electronic data are kept without time limit. This is necessary to enable queries on financial, contractual and accounting matters and individual transactions that sometimes go back many years, and also for audit trail reasons. For original supporting documents reference is made to ERA's Financial Regulation and Implementing rules (see below).

Article 38§6 of ERA's Financial Regulation states: "4. The authorising officer by delegation shall put in place, in compliance with the minimum standards adopted by each institution and having due regard to the risks associated with the management environment and the nature of the actions financed, the organisational structure and the internal management and control procedures suited to the performance of his/her duties, including where appropriate ex post verifications". and Article 35 of the Implementing rules states:

The management systems and procedures concerning the keeping of original supporting documents shall provide for: (a) such documents to be numbered; (b) such documents to be dated; (c) registers, which may be computerised, to be kept identifying the exact location of such documents; (d) such documents to be kept for at least five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate. Documents relating to operations not definitively closed shall be kept for longer than provided for in point (d) of the first subparagraph, that is to say, until the end of the year following that in which the operations are closed."Until the end of a possible audit if one started before the end of the above period.

12 - Recipients of the data

- All authorised agency staff dealing with salaries (human resources, financial agents and accounting officer/assistant) have access to the data, without prejudice to possible transmission to the Internal Audit Service, the Court of Auditors, the Financial Irregularities Panel, the Anti-fraud Office and any other institution or entity with responsibility for audits or investigations.- The data subjects have direct access to their personal data.

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?	Personal data in paper format included in the payment files is stored in a cupboard in the Accounting Officer's office which can be locked and is only accessible to authorized staff. Personal data in electronic form is stored on Intranet within the library Budget\ERA Salaries and access is limited to staff from Finance and HR. The salary reports are stored by the HR sector on the HR secured drive which is only accessible to the relevant HR staff members.
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	ERA staff are informed about their rights and individual entitlements during an induction session organized by HR.
15a - Data subject rights	Right to have access
16 - Legal Basis	Financial Regulation; FINANCIAL REGULATION OF THE EUROPEAN RAILWAY ; Framework Financial Regulation for the Agencies;
17 - Lawfulness of processing	Article 5 b) of Regulation (EU) 2018/1725The data processing is considered lawful because it is necessary to: Meet requirements of the legal instruments mentioned above.
18 - Data minimisation	data needed to establish rights and entitlements
19 - Accuracy	data declared and checked by ERA staff
20 - Threshold assessment	
21 - Special category data	
22 - DPIA	
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	