

| 01 - Title of personal data processing | Processing of health data related to COVID-19 |
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| 02 - Reference | 94 |
| 03 - Submission Date | 08/09/2020 |
| 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 | RICOTTA Salvatore |
| Unit responsible for the processing the activity | Resources and Support Unit |
| Controler's functional mailbox | 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, 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) | In case of selection procedure: The Human Resources Team In case of training: The Human Resources Team In case of meeting: The Meeting organizer |
| 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 | Identifying external visitors formally invited who could potentially be infected by COVID |
| 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 | All external visitors formally invited to attend A training course A meeting A selection procedure |

b - personal data

Personal data allowing the candidate to be identified, i.e. name, surname, telephone number and e-mail address;

The justification for entering the building (selection procedure, meeting, training)

Health state self-assessment related to COVID, i.e. fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion, nausea or vomiting, diarrhea.

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 data regarding external stakeholder accessing the ERA premises in Valenciennes or Lille for the purposes of selections procedures, training or meetings will be kept for 15 calendar days after the termination of the selection procedure, training or meeting.

After that period personal data will be either physically destroyed (in case of paper based sheet filled-in) or erased from the server.

After the above-mentioned periods, only aggregated data needed to provide overall statistics on the exercises performed will be kept for statistical reasons. These statistics are not subject to Regulation (EU) 2018/1725 since they are anonymous and cannot be used to identify one or more persons either directly or indirectly.

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

The Human Resources Team

The meeting organiser

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?

None

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 paper version declarations of honour are either stored in a key-locked cupboard until destruction or in a dedicated e-area of the HR team or meeting organiser.

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

Data subject rights (tick if "Anytime")

Right to have access
Right to rectify

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

16 - Legal Basis

Agency Regulation (EU) 2016/796

17 - Lawfulness of processing

The processing is lawful and necessary in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Union Institutions, Bodies, Offices and Agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

18 - Data minimisation

19 - Accuracy

The declarations of honour are completed, signed and dated by the person invited for a selection procedure, training, meeting. There are not medical authorities (whether externally or internally) involved in this process in order to verify the accuracy of the data re COVID-19.

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.

Special category of data is considered:

21 - Special category data

Part C - Related documents (internal)

22 - DPIA

23 - Link to the Threshold assessment-Risks

24 - Other related documents

The privacy statement on the processing of health data related to COVID-19