

01 - Name of processing	Travels' agency provision of services
02 - Reference	66
03 - Submission Date	26-04-16
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 a third party (e.g. contractor) (Art. 29 – Processor)
08b - Name and contact details of processor (where applicable)	Authorised Travel Agency
09 - Purpose of processing	To receive services (e.g. booking flight tickets) through the contracted travels' agency.
10a - Data Subjects	Any natural person that work at ERA and that receives travels' agency services.
10b - Personal data	<ul style="list-style-type: none"> •“SM”: name, surname, date of birth, portable phone number, nationality, passport number (including date of issue and expiry date), preferred placement on board of train or flight, meals requirements, traveller's unit, name of the Authorising Officers; •“Authorising Officer”: name, surname; •“Data Entry Agent”: name, surname, unit, office telephone number; •“Travel Agency Contract Manager”: name, surname, unit, office telephone number. <p>This information is entered, in relation to the processing needs, in the following documents:</p> <p>TEM_EPS_001 Traveller Profile form, TEM_EPS_002 PO/BdC, TEM_EPS_003 Issues log, TEM_EPS_004 Issue report.</p>

11 - Time limit for keeping the data

- For the SM: as long as the relationship between the SM and the Agency exists, but no longer than the duration of the framework contract with the travels' agency services Contractor.
- For the "Authorising Officer": as long as she/he is in the position, but no longer than the duration of the framework contract with the travels' agency services Contractor.
- "Data Entry Agent": as long as she/he is in the position, but no longer than the duration of the framework contract with the travels' agency services Contractor.
- "Travel Agency Contract Manager", as long as she/he is in the position, but no longer than the duration of the framework contract with the travels' agency services Contractor.

12 - Recipients of the data

The data provided by the data subjects is available to the Data Entry Agent and the Contractor.

The data subjects have direct access to their personal data and they can request rectification, blocking, deleting, etc. at any time

13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

The Contractor, in conformity with the framework of the Regulation (EC) 45/2001, when processing personal data on behalf of the European Railway Agency, in order to provide the requested services, could transfer data to specific operators (e.g. air carrier).

Name, surname, date of birth, portable phone number, nationality, passport number (including date of issue and expiry date), preferred placement on board of train or flight, meals requirements

14 - How is data stored? What are the security measures implemented?

The paper "Traveller's profile form" is available at the level of the "Data Entry Agent".

The data related to this process (mainly e-mails and related attached documents) is stored on ERA's ICT infrastructure. Any personal data processed by the Contractor for the above-mentioned purpose shall be retained during the duration of the service contract between the European Railway Agency and the Contractor.

Provisions on data protection and privacy security have been included in the contract (art. II.6.6.). The Contractor acts in conformity with the framework of the Regulation (EC) 45/2001 when processing personal data on behalf of the European Railway Agency.

15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice

a) A personal data protection statement/privacy statement is available based on this notification (enclosed to this notification.)b) The personal data protection statement/privacy statement is available on the “Traveller’s profile” (enclosed to this notification) that details the procedures in place relating to: - the right to verify, modify, block or delete the information – contact RS Unit in writing to a dedicated email address - the right to appeal – recourse via the European Data Protection Supervisor to a dedicated email address, - and/or the possibility to contact ERA’s Data Protection Officer through the dedicated email addressDataProtectionOfficer@era.europa.eu.

15a - Data subject rights	Right to have access; Right to rectify
16 - Legal Basis	INS_EFS_001;
17 - Lawfulness of processing	Article 5 a) of Regulation (EU) 2018/1725
18 - Data minimisation	The set of data is needed in order for the travel Agency to link the staff member and the travel
19 - Accuracy	Form with personal data is filled in by the staff member
20 - Access and other rights of persons whose data is processed	NA
21 - Special category data	
22 - DPIA	
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	