



Eurojust record of processing activity

Record of processing personal data activity, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons 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

Part I –Article 31 Record (this part is publicly available)

Nr.	Item	Description
Processing of salaries and entitlements through ABAC, recording of entitlements and working conditions in e-HR and communication of payslips and information on allowances to temporary and contract staff under the EU Staff Regulations and Conditions of Employment of Other Servants (CEOS) and Seconded National Experts (SNEs) in line with College Decision 2013-06.		
1.	Last update of this record	10/02/2021
2.	Reference number	HRU-08.02 (February 2021)
3.	Name and contact details of controller	Head of HR, hohrconfidential@eurojust.europa.eu
4.	Name and contact details of DPO	dpo@eurojust.europa.eu
5.	Name and contact details of joint controller	N/A
6.	Name and contact details of processor	hadmin@eurojust.europa.eu : responsible for determining which allowances and entitlements are due, communicating final decisions on allowances and entitlements to the Paymasters Office (PMO) of the EU Commission (PMO), recording allowances and entitlements in e-HR and processing such allowances and entitlements in ABAC, based on the salary simulations generated by PMO. Receives and processes all data categories identified in this record for the purposes outlined below. PMO: receives final decisions on allowances and entitlements from HR Admin by email to pay or cease certain amounts for specified time periods and encodes all changes in NAP (the Commission's electronic salary processing tool) to generate the payslips based on these instructions (temporary and contract staff only). Sends payslips and calculations to HR Admin for Eurojust to make the payments. Receives and processes only the data categories identified in this record needed for this activity

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		(identifying information on the staff member, allowance and amount to be paid etc. No supporting documents are required.)
7.	Purpose of the processing	Data is processed with the purpose of establishing and paying salaries and entitlements and communicating the relevant payslips or allowance information to temporary and contract staff and to SNEs.
8.	Description of categories of persons whose data are processed and list of data categories	<p>Data subjects are temporary and contract staff currently working at Eurojust, or who previously worked at Eurojust and have open payments, entitlements or recoveries that are implemented through the payroll, as well as current and former SNEs to whom allowances are paid.</p> <p>The data categories processed are:</p> <ul style="list-style-type: none"> • Staff members’/SNEs’ full names • NUP (the individual payroll identification number – staff members only) • Bank account details, Legal Entity Form, Bank Account Form • Email address • Salary and entitlements information (current grade and step, any applicable debts or salary deductions) • Relevant forms on entitlements & working conditions with the required supporting documents (birth certificates, nationality certificate/passport, marital status and proof, if necessary income and payslip(s) of the spouse or declaration of honour of unemployment (for household allowance), documents related to dependent children such as birth certificates, school enrolment and fees, documents for determination of place of origin, installation/daily allowance documents (rental contracts), removal documents, relocation documents, travel expenses documents, requests for part-time, leaves, Joint Sickness Insurance Scheme and Cigna documents to establish coverage (without health data), requests for unemployment or pension transfer in/out, prior approval request form for annual medical examination by the staff members’ practitioner of choice or the provision of computer glasses, forms and supporting documents for any other applicable entitlements paid by Eurojust). • Instructions to PMO on staff entitlements

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		The data is processed both electronically (PDF payslips, emails) and on paper (when PMO issues paper payslips for temporary and contract staff, printed documents in the personal files). All final decisions on staff entitlements are recorded in e-HR.
9.	Time limit for keeping the data	<p>All email communication with staff members and SNEs regarding entitlements is kept in a dedicated folder in the HR Admin mailbox accessed only by members of the HR Admin team.</p> <p>Staff members' contracts, information on any break in service due to unpaid leave, the exit entitlements (leave balance, resettlement allowance, removal upon exit, travel expenses upon exit), applications and approval to engage in an occupation after leaving the service at Eurojust under Art 16 SR, transfer out of pension (if applicable), unemployment documents (if applicable), the contact details form and the Eurojust exit form are kept in the staff member's personal file and in e-HR where applicable for at least 120 years from the date of birth of the staff member as per Eurojust's Retention Policy (AD 2018-05). All other documents are destroyed manually immediately after the staff member leaves the service (notwithstanding the obligation to transfer the personal file to another agency in accordance with Art 10 of College Decision 2016-06)</p> <p>For SNEs, the exchange of letters constituting the agreement on secondment, information on entry and exit entitlements such as travel expenses, any suspension of secondments, outside activities, contact details and the Eurojust exit form are kept in the SNE's personal file for 7 years, (in line with the Eurojust Record on Financial Transactions).</p> <p>Data on financial transactions is kept in ABAC for 7 years after 31 December of the year of the financial transaction, in line with the Eurojust Record on Financial Transactions.</p> <p>The prior approval request form for annual medical examination by the staff members' practitioner of choice or the provision of computer glasses will be kept until the staff member has received reimbursement for either expense and will be manually deleted straight after.</p>
10.	Recipients of the data	Access to the data (e-HR and personal file) is granted to the members of the HR Admin team, as they are responsible for managing staff members' entitlements and payment of salaries, and for payment of SNE entitlements.

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		<p>The Head of HR has also access to the data (e-HR and personal file) as data controller and Authorising Officer for the payment of salaries.</p> <p>A designated colleague from the Budget, Finance and Planning Unit (BFP) (financial verifier) and the Accountant have access to salary/SNE entitlement data in ABAC only for the purpose of financial verification (4-eye principle) and processing the salary payment in ABAC.</p> <p>For temporary and contract staff, PMO receives written instructions by email from HR Admin to encode the salary data in the Commission salary system (NAP).</p>
11.	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p>	<p>No</p>
12.	<p>General description of security measures, where possible.</p>	<p>All correspondence relating to salaries and entitlements is processed through the HR Admin mailbox, which is accessible only to designated HR Admin staff.</p> <p>The e-HR database is password protected under a single sign-on system and automatically connected to the user ID and password.</p> <p>The e-HR database has restricted access rights designed for each type of information. Access to members of the HR unit is given individually to each profile based on the need to know principle and following the type of job performed. Access to the e-HR database is managed by Application Management following a reasoned request from the data controller.</p> <p>The payslips, Excel sheet to send electronic payslips and reports on the amounts paid to temporary and contract staff and SNEs each month are stored in the HR Admin DMS space, access to which is also restricted to the same group. No documents are retained on personal computers or drives once the payment is processed.</p> <p>Data on financial transactions is kept in ABAC for 7 years after 31 December of the year of the financial transaction, in line with the Eurojust Record on Financial Transactions.</p> <p>Individual determinations of entitlements are retained in the personal file of the concerned staff member and access is restricted to HR staff and the staff member/SNE his/herself.</p>

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		<p>When payslips are provided for staff in hard copy by PMO, they are sent in sealed envelopes addressed to individual staff members and distributed through internal mail. When payslips are sent to staff members by email, HR Admin sends the PDF to an email address specified by the staff member him/herself to be used for payslips.</p> <p>The prior approval request form for annual medical examination by the staff members' practitioner of choice or the provision of computer glasses will be kept in a dedicated folder in the HR Admin functional mailbox where only designated members of the HR Admin team have access. It will be manually deleted by an HR Admin team member, as soon as the reimbursement for either expense has been processed.</p>
13.	<p>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</p>	<p>The <u>DPO notice</u> for processing personal data in the context of Eurojust human resources procedures is published on the Eurojust intranet and public website.</p>