



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
Working time management for Eurojust staff (TA, CA, SNE)		
1.	Last update of this record	
2.	Reference number	HRU-07 (June 2020)
3.	Name and contact details of controller	headofhrconfidential@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 (where applicable)	hradmin@eurojust.europa.eu
7.	Purpose of the processing	To electronically manage the working time of Eurojust staff (TA, CA, SNE) and their timesheets in the HR electronic system (e-HR)
8.	Description of categories of persons whose data are processed and list of data categories	Data subjects are Temporary staff, Contract staff and Seconded National Experts Data types are working hours of staff members entered by the staff members in e-HR
9.	Time limit for keeping the data	Currently working time information in e-HR is not deleted. Working time information in e-HR should in principle be deleted after 2 years. This time limit is needed to ensure HR Admin has enough time to ensure any retroactive updates to the data needed. The HR Unit is in contact with the e-HR provider to discuss how to implement this change in the system.

Nr.	Item	Description
10.	Recipients of the data	<p>Access to the staff member's timesheet is granted to the staff member's line manager as he is responsible for the effective application of the working time rule and for time management in general and should ensure that staff under his supervision record their working hours correctly and regularly. At the end of every working month, the staff member and line manager have to validate the monthly working time of the staff member. The manager is also approving leave requests and any requests linked to working times (surplus hours/ working outside the bandwidth etc...) submitted by the staff member.</p> <p>Access to the staff member's timesheet and leave data is granted to the members of the HR Admin team, as they are responsible for monitoring the implementation of the Decision on Working Time.</p> <p>Access to the timesheets and leave data is already granted to the Head of HR as data controller and ultimate responsible for all HR processes.</p> <p>Access may be allowed temporarily and on a restricted basis to IT technicians for customization, development, updating, technical tests, repair, support and improvement of the database.</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	<p>The e-HR database is password protected under single sign-on system and automatically connected to the user ID and general 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.</p> <p>Access to the e-HR database is managed by Application Management following a reasoned request from the Data controller.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	A Data Protection notice is published in the Eurojust intranet and public website.