DATA PROTECTION NOTICE
regarding the use of Sysper2 by Eurojust

1. Context and Controller

As Eurojust collects and further processes personal data in the context of management of personal data of Eurojust staff (Temporary Agents, Contract Agents) and SNE in SYSPER 2 at Eurojust, it is subject to Regulation (EU) 2018/1725 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.

Collection and processing of personal data in Sysper2 are under the responsibility of the Controller, who is the Head of Human Resources at Eurojust and can be contacted at hohrconfidential@eurojust.europa.eu.

2. What personal information do we collect, for what purpose, under which legal bases and through which technical means?

Legal basis of the processing

The legal bases for the processing activities are:

- Article 5(1)(b) of Regulation EU 2018/1725: processing is necessary for compliance with a legal obligation to which the controller is subject;
- Staff Regulations and CEOS as regards the management and processing of personnel data, and associated implementing rules;
- College Decision 2013-06 on implementing arrangements for the secondment to Eurojust of national experts; and,
- SLA with DG HR for the use of SYSPER services.

Purpose of the processing

Data is processed with the purpose of electronically managing the administrative data of Eurojust staff, SNE and their relatives, thus ensuring the effective and efficient management of HR related daily information processing and compliance with the Staff Regulations, CEOS and implementing rules.

Sysper is Eurojust’s human resources management system. Data is processed for the following purposes, summarised by module:

1. Organisation chart (ORG) – Management of the organisational structure and management functions for Eurojust.
2. Job quotas (DOT) – Management and accounting of the job quotas, e.g. the jobs defined in the budget’s establishment plan
3. Career and Mobility (CAR) – Covers the basic procedures for career management of various types of staff, from the entry into service and the probation period, contracts, grades and step, to mobility and interruption of service, until the processes associated to the end of a career.
4. Personal Data Management (PER) – Management of personal identification data of Eurojust staff and SNEs, address declaration and associated validation workflows.
5. Family composition (FAM) – Management of Eurojust staff dependents and family members’ data, necessary for the processing of rights and entitlements.

6. Time Management – Management of working time and working formulas, including:
   a. Presences, including the monthly settlement within the framework of the flexible working hours;
   b. Absences and leaves, leave rights;
   c. work patterns (part-time, parental and family leave, special leave and medical leave – No medical data is kept in Sysper, only the dates recorded as sick leave);
   d. teleworking;
   e. overtime, standby duty, shift work and arduous working conditions – ATS module.

7. Document Management (DOC) – Generation and management of documents (certificates) and templates design.

8. Job Information System (JIS) – Management of job descriptions: job title, purpose, function, requirements etc.

Sysper does not cover recruitment processes the Commission's recruitment is performed by EPSO. Therefore, Eurojust will continue to use eRecruitment to manage its recruitment procedures. eRecruitment is a stand-alone system that has no direct connection with Sysper. Data gathered in eRecruitment is manually input in Sysper, once a successful applicant becomes a Staff member.

**Technical means**

The data are stored at the Commission's Computing Centre in Luxembourg and are therefore protected by the numerous defence measures implemented by the Directorate-General for Informatics to protect the integrity and confidentiality of the Institution's electronic assets.

All processing operations are carried out pursuant to existing policies describing access control to different Eurojust applications. Limited amount of staff with a legitimate 'need to know' for the purposes of this processing operation have access to your personal data.

**Types of personal data**

Data subjects are Temporary Agents (TA), Contract Agents (CA) & Seconded National Experts (SNE) working at Eurojust.

Data categories include personal data such as personal identification data, salary (or for SNEs Eurojust SNE allowance), administrative career data, contract data, organisational assignments, working conditions and associated requests, time management, overtime request and declarations, entitlements, family information, addresses and work certificates.

3. **To whom is your personal data disclosed?**

The processed data is accessible only to specially authorised members of the Human Resources Unit for the purposes of the procedures for which they are in charge (managing staff personal, contact and family data, career and organisational information and working time data.

The Head of HRU, as data controller and Authorising Officer for the payment of salaries, also has access to processed data.
Line managers have the necessary accesses to fulfil their administrative role in approving leave, work pattern changes, overtime and teleworking requests.

Staff have access to their own personal data as well as data concerning organisational entities and job assignments within the EU Institutions environment, including basic information of jobholders (identity, post and organisational unit).

Upon Eurojust’s request, EU Commission’s staff in DG HR and DIGIT may temporarily access data to provide functional and technical support, fulfilling their role of second line support to all the Agencies using Sysper.

PMO staff who process data for the purpose of salaries and entitlements’ payment.

4. How can you verify, modify or delete your information?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict their use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you. For more information, please see Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. Please note that in some cases restrictions under Article 25 of Regulation (EU) 2018/1725 may apply.

If you wish to exercise your data subject rights, any such request should be directed to the Head of Human Resources at Eurojust at hohrconfidential@eurojust.europa.eu.

You may also contact the Data Protection Officer at Eurojust at dpo@eurojust.europa.eu.

5. How long do we keep your personal data?

Personal data in Sysper2 is stored until the end of your employment relationship with Eurojust. Data related to subsisting rights and obligations need to be conserved for a longer period. Those data have a retention period of 8 years after the expiry of all rights of the staff member concerned and of any dependents, and for at least 120 years after the date of birth of the person concerned.

6. Contact information

You have the right to access, rectify or erase or restrict the processing of your personal data or, where applicable, the right to object to processing or the right to data portability in line with Regulation (EU) 2018/1725.

Any such request should be directed to the Controller, by using the following email address: hohrconfidential@eurojust.europa.eu, and by explicitly specifying your request.

You may also contact the Data Protection Office of the Eurojust (dpo@eurojust.europa.eu).

7. Recourse

You have the right to lodge a complaint to the European Data Protection Supervisor (https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en) if you consider that your rights under the Eurojust Regulation and/or Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data or seek a judicial remedy before the Court of Justice.