



## 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
		<p>Personal data of Eurojust staff (Temporary Agents, Contract Agents) and their relatives, Seconded National Experts and Trainees is processed in SYSPER, the European Commission’s Human Resources Management System (HRMS).</p> <p>The implementation started in Q1 2021 and the go-live happened on September 1<sup>st</sup> 2021, which was the milestone to start the service phase. SYSPER went live with the Organisational Chart and Dotation modules; Career module; Personal and Family Management modules; and the Time Management module. The Appraisal and Reclassification, the Reporting and the Job Information modules were rolled-out in 2022. Further modules will continue being implemented throughout 2023. For each new module implemented this document will be updated, when deemed necessary</p>
1.	Last update of this record	04/07/2023
2.	Reference number	<b>HRU-17.02 (July 2023)</b>
3.	Name and contact details of controller	Head of Human Resources Unit <a href="mailto:hohrconfidential@eurojust.europa.eu">hohrconfidential@eurojust.europa.eu</a>
4.	Name and contact details of DPO	<a href="mailto:dpo@eurojust.europa.eu">dpo@eurojust.europa.eu</a>
5.	Name and contact details of joint controller	N/A
6.	Name and contact details of processor	<p>Eurojust staff in the Human Resources unit (accesses are granted to each module, based on task distribution within the HR Unit):</p> <ul style="list-style-type: none"><li>• <b>HR Administration staff</b>, as the main data processors, have access to the following modules, fulfilling the purposes stated in chapter 7, for each module:<ul style="list-style-type: none"><li>○ Career and Mobility (CAR);</li><li>○ Personal Data Management (PER);</li><li>○ Family Composition (FAM);</li><li>○ Time Management (TIM);</li></ul></li></ul>

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		<ul style="list-style-type: none"> <li>○ Document Management (DOC);</li> <li>○ Job Information System (JIS) – <u>read only</u>;</li> <li>○ Reporting – access to reports concerning the data from the modules listed above.</li> </ul> <ul style="list-style-type: none"> <li>● <b>HR Planning and Reporting staff</b> have access to the Organisational Chart (ORG) and Job Quota (DOT) modules to manage the organisational structure, the management functions and the accounting of job quotas.</li> <li>● <b>HR Development staff</b> have access to the following modules: <ul style="list-style-type: none"> <li>○ Career Management (CAR) module, to consult (<u>read only</u>) the staff career, 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. SNEs’ and trainees’ basic career data are also available for consultation.</li> <li>○ Appraisal/Reclassification (EVAL/PROMO) – access to appraisal reports. Possibility to perform actions on behalf of each actor in the workflow.</li> <li>○ Probation (STAGE) – access to probation reports.</li> <li>○ Job Information System (JIS) – read/write access to job titles and job descriptions.</li> <li>○ Reporting – access to reports concerning the data from the modules listed above.</li> </ul> </li> <li>● <b>HR Recruitment staff</b> have access to the Career Management (CAR) module, to consult (<u>read only</u>) the staff career, 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. SNEs’ and trainees’ basic career data are also available for consultation.</li> </ul> <p><b>All staff, SNEs and trainees</b> have access to the above mentioned modules, regarding their own personal data, were applicable (e.g. SNEs and trainees do not have data related to rights, address or relatives in SYSPER).</p> <p>This provision includes access to own personal files for the SNEs.</p> <p>Eurojust staff who perform line management duties, such as reviewing and approving/rejecting work pattern changes or</p>

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		<p>annual leave and telework requests have access to the Time Management (TIM) of their respective staff.</p> <p>Eurojust staff who perform Reporting Officer or Reporting Officer by Delegation Roles have access to the Appraisal/Reclassification (EVAL/PROMO) and Probation (STAGE) of their respective staff.</p> <p>Dedicated staff in DG HR and DIGIT providing troubleshooting support, upon demand from Eurojust.</p> <p><a href="mailto:EU-SYSPEP-SUPPORT@ec.europa.eu">EU-SYSPEP-SUPPORT@ec.europa.eu</a></p> <p>Dedicated staff in the Paymaster's Office processing Staff members' salaries and producing the Payslips.</p> <p><a href="mailto:PMO-SALARIES-BASIC-SLA@ec.europa.eu">PMO-SALARIES-BASIC-SLA@ec.europa.eu</a></p> <p><a href="mailto:PMO-SYSPEP2@ec.europa.eu">PMO-SYSPEP2@ec.europa.eu</a></p>
7.	<b>Purpose of the processing</b>	<p>Data is processed with the purpose of electronically managing the administrative data of Eurojust staff (Temporary and Contract agents) and their relatives, SNEs and Trainees, thus ensuring the effective and efficient management of HR related daily information processing and compliance with the Staff Regulations, CEOS and implementing rules.</p> <p>Data processing purposes, summarised by module:</p> <ol style="list-style-type: none"> <li>1. Organisation chart (ORG) – Management of the organisational structure and management functions for Eurojust.</li> <li>2. Job quotas (DOT) – Management and accounting of the job quotas. The jobs defined in the budget's establishment plan.</li> <li>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, contract, grade and step, to mobility and interruption of service, until the processes associated to the end of a career. For SNEs and Trainees only basic career data are processed: type of career, start and end dates.</li> <li>4. Personal Data Management (PER) – Management of personal identification data of Eurojust staff, address declaration and associated validation workflows. For SNEs and Trainees, only the minimum data necessary to create an EU Login account is processed in this module (name, gender, date of birth, nationality and Eurojust email address). A mobile phone number is required for second factor authentication purposes.</li> <li>5. Family composition (FAM) – Management of Eurojust staff's dependents and family members' data, necessary for the processing of rights and entitlements.</li> <li>6. Time Management – Management of working time and</li> </ol>

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		<p>working formulas of Eurojust staff, SNEs and Trainees, including:</p> <ul style="list-style-type: none"> <li>a. Presences, including the monthly settlement within the framework of the flexible working hours;</li> <li>b. Absences and leaves, leave rights;</li> <li>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);</li> <li>d. Teleworking;</li> <li>e. Overtime, standby duty and shift – ATS sub-module.</li> </ul> <p>7. Document Management (DOC) – Generation and management of documents (certificates), and templates creation.</p> <p>8. Job Information System (JIS) – Management of job descriptions: job title, purpose, function, requirements, etc.</p> <p>9. Appraisal/Reclassification (EVAL/PROMO) – Management of the yearly appraisal and reclassification exercises of Eurojust staff.</p> <p>10. Probation (STAGE) – Management of probation reports of Eurojust staff.</p> <p>11. HR Reporting – Data from the above-mentioned modules organised in a structured format, which can be filtered, sorted, etc.</p> <p>12. Personal file – Personal file data, coming from the NDP system, available for each staff member and SNEs to consult (own data only). Trainees are not in scope.</p> <p>SYSPER does not cover recruitment processes since 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 connection with SYSPER. Data gathered in eRecruitment is manually input in SYSPER, once a successful applicant becomes a Staff member or an SNE or Trainee join Eurojust.</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>

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12.	<p><b>General description of security measures, where possible.</b></p>	<p>The data are stored at the Commission's Computing Centre in Luxembourg and are therefore protected by the numerous security measures implemented by the Directorate-General for Informatics to protect the integrity and confidentiality of the Institution's electronic assets. The European Commission's datacentre compliance includes the following certifications: ISO 14001, ISO 22301, ISO 27001, ISO 50001, ISO 9001, PCI DSS, PFS, Tier Rating Compliant : Tier IV, Uptime Institute rating: Tier IV.</p> <p>Access to personal data is protected by the management of access rights which are strictly limited to the principle of "need to know", according to the tasks assigned to access holders. The access rights per profile, as described in chapter 6, are linked to the purposes stated in chapter 7. The login and password are managed by the European Commission's Common Authentication Services (EU Login).</p> <p>Accesses, as well as any modifications performed on the data, are logged to ensure traceability of these actions. These logs include who modified the data, when, and what modifications were done, including previous values and new values.</p> <p>The overall responsibility for the implementation of the data protection rules rests with the "controller", i.e. the Head of Human Resources Unit. It is the "controller" who determines who has what access right(s) to which part(s) of the system.</p>
13.	<p><b>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</b></p>	<p><a href="#">Data Protection Notice</a></p>