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

Nr.	Item	Description
\multicolumn{3}{l}{Management of personal data of Eurojust staff (Temporary Agents, Contract Agents) and Seconded National Experts) in SYSPER at Eurojust. The implementation in production started in Q1 2021 and the go-live for all Staff is scheduled for September 1st 2021, which is the milestone to start the service phase.}		
\multicolumn{3}{l}{SYSPER is going live by this date with the Organisational Chart and Dotation modules; Career, Personal and Family Management modules; and the Time Management module.}		
\multicolumn{3}{l}{Further modules will continue being implemented throughout 2021 and 2022. For each new module implemented this document will be updated, when deemed necessary}		
1.	**Last update of this record**	
2.	**Reference number**	
3.	**Name and contact details of controller**	Head of Human Resources Unit 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**	Eurojust staff in the Human Resources unit (accesses will be granted to each module based on task distribution within the HR Unit): • HR Administration staff have access to the following modules: o Career and Mobility (CAR) – for staff career management, 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;

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		o Personal Data Management (PER) – for managing personal identification data of Eurojust staff and SNEs, address declaration and associated validation workflows; o Family Composition (FAM) – for managing staff's dependents and family members' data, necessary for the processing of rights and entitlements; o Time Management (TIM) – for managing working time and working formulas, including presences, absences and leaves, leave rights, work patterns and teleworking, and overtime, standby duty, shift work and arduous working conditions. • HR Planning and Reporting staff 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. • HR Development and Recruitment staff have access to the Career Management (CAR) module to consult 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. • Specific access to the Document Management (DOC), Job Information System (JIS), Personal Files (NDP), HR Reporting and Evaluation and Promotion (EVA/PROMO) modules will be defined during the implementation of these modules, later in 2021 and in 2022, when a clear scope of these modules is available. Eurojust staff who perform line management duties, such as reviewing and approving/rejecting work pattern changes or annual leave and telework requests have access to the Time Management (TIM) of their respective staff. Dedicated staff in DIGIT providing troubleshooting support, upon demand from Eurojust. DIGIT-SYSPER2-INTERNAL-SUPPORT@ec.europa.eu Dedicated staff in the Paymaster's Office processing Staff members' salaries and producing the Payslips. PMO-SYSPER2@ec.europa.eu
7.	**Purpose of the processing**	Data is processed with the purpose of electronically managing the administrative data of Eurojust staff (Temporary and Contract

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		agents), SNEs 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, since the Commission's recruitment is performed by EPSO. Therefore, Eurojust will continue to use eRecruitment to manage its

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		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.
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.**	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. 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 are linked to the business membership group and the profile determined for each manager. The login and password are managed by the European Commission's Common Authentication Services (EU Login). 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. 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.
13.	**For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:**	Data Protection Notice