



Record of processing activity

Staff Committee

Record of EBA activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 (EUDPR)

Nr	Item	Description
Part 1 - Article 31 Record (publicly available)		
1	Last update of this record	28/06/2023
2	Reference number	EBA/DPR/2023/5
3	Name and contact details of controller	Controller: European Banking Authority, Tour Europlaza, 20 avenue André Prothin, CS 30154, 92927 Paris La Défense CEDEX, France Responsible department: Human Resources Contact: eba-staffcommittee@eba.europa.eu
4	Name and contact details of DPO	dpo@eba.europa.eu
5	Name and contact details of joint controller (where applicable)	N/A
6	Name and contact details of processor (where applicable)	<ol style="list-style-type: none"> 1. CANCOM online BVBA Rue Montoyer 35 Brussels Belgique Cancom provides Network services 2. Microsoft Ireland Operations Limited Microsoft EU Data Protection Officer One Microsoft Place South County Business Park Leopardstown Dublin 18 D18 P521 Ireland Telephone: +353 (1) 706-3117 https://aka.ms/privacyresponse Microsoft provides tools such as Microsoft (MS) SharePoint, Outlook and Teams 3. EU Survey managed by the European Commission

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		<p>European Commission, Rue de la Loi 200/ Wetstraat 200, 1049 Bruxelles/Brussel, Belgium</p> <p>EU Survey for the anonymous election of Staff Committee members</p> <p>EU Survey's Data Protection Notice</p>
7	Short description and purpose of the processing	<p>The purpose of the processing of personal data is to establish the Staff Committee, to organise and manage the activity and the performance of its tasks.</p> <p>In particular, to elect the Staff Committee and to perform tasks and duties in order to understand, acknowledge and ultimately to represent, promote and defend the interests of the staff vis-à-vis the EBA as EBA Staff Committee, established under Article 9 and Annex II of the Staff Regulations. But also, to take part in the annual reclassification exercise as described in the EBA decisions EBA DC 320 and EBA DC 321 of 5 March 2020 and in selection procedures. In addition, the Staff Committee takes part in the in the management of the EBA Sports and Cultural Clubs.</p> <p>In carrying out its function, the Staff Committee receives and processes personal data concerning members of the staff directly from the data subject or from other staff members.</p>
8	Description of categories of persons whose data the EBA processes and list of data categories	<p>The categories of persons whose data are processed are the following:</p> <ul style="list-style-type: none"> - Members of the Staff Committee; - Staff members of the EBA, including TA, CA, Trainees, Seconded National Experts. <p>The personal data categories processed in the performance of the Staff Committee's tasks are the following:</p> <ul style="list-style-type: none"> - Name, function, contact details; - E-mails sent to or from the Staff Committee or between Staff Committee Members may contain personal data of the staff concerned, such as for example the views of the staff members on particular issues or the difficulties the staff member is experiencing or activities the staff member wants to take part in in the context of sports or cultural activities; - Internal reports or documents may contain in some cases the above data as well; - In case of complaints, information concerning the professional activities of the staff members, directly or indirectly concerned (e.g., tasks performed, evaluation by hierarchy, comparative assessment, etc.); - In case of recruitment procedures, the personal data of candidates can be processed; - It cannot be excluded that personal data of more sensitive nature may be collected and processed in exceptional circumstances, for example where a staff member reports on particular issues or the

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		<p>difficulties the staff member is experiencing (e.g. cases of harassment, mobbing etc.).</p> <p>In the context of the election of the Staff Committee, the categories of personal data processed are the following:</p> <ul style="list-style-type: none"> - Candidates: first name, surname, types of contract, email address, IP address. Candidates may share further personal data in the context of their electoral posters. - Voters: name, surname, email address, IP address.
9	Time limit for keeping the data	<p>The personal information is stored in the functional mailbox of the Staff Committee, in outlook and/or the paper file for the maximum period of the duration of the appointed Staff Committee plus one year.</p> <p>In the context of the election of the Staff Committee, the personal data is deleted after the expiry of the period established for challenging the procedure.</p>
10	Recipients of the data	<p>Data received by staff committee members can be accessed only themselves.</p> <p>In the context of election of the Staff Committee, the personal data of the candidates and voters can be accessed by the Electoral Office.</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 applicable security measures concern the written records of the Staff Committee activities.</p> <p>A functional mailbox EBA Staff Committee has been created, which can be accessed only by (all) active members of the Staff Committee. A request to add or delete access rights shall come from a current member and be made to IT services.</p> <p>The functional mailbox is administered by the EBA's IT services.</p> <p>The rules and functioning of this functional mailbox are the same as those of other functional mailboxes operated by the IT services for other units of the EBA.</p> <p>A folder on the Y: drive has been created. Access to the folder is allowed only to active Staff Committee Members.</p> <p>In the case of a paper file, this can be consulted, updated and physically kept by any active member of the Staff Committee. It is stored in a locked cupboard. Personal communications are not saved or archived unless a specific need exists.</p> <p>The Staff Committee is bound to ensure the confidentiality of the communications received from the staff as well as from its own members in the context in particular of preparatory meetings and internal deliberations on positions to be expressed to the EBA's management. In particular, the views of the staff are conveyed to</p>

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		the management only anonymously, so as to exclude the identification of the persons concerned.
13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Link to data protection notice