

I. RECORD OF PERSONAL DATA PROCESSING OPERATION (Article 31 of Regulation (EU) No. 2018/1725)

1.	Name of the processing operation	Management of temporary workers
2.	Reference number/Issue	ETF-DPR-18/Issue 2
3.	Date	21/10/2019
4.	Business owner	Nadège Perrine Head of HR Unit Nadège.Perrine@etf.europa.eu
5.	Controller	Cesare Onestini Director of the ETF Cesare.Onestini@etf.europa.eu
6.	Joint controller(s)	Not applicable
7.	Processor(s)	Contractors in charge of providing temporary workers and of accomplishing the administration of the temporary worker's contracts (<i>consulente del lavoro</i>)
8.	Data protection officer	Tiziana Ciccarone / Laurens Rijken DataProtectionOfficer@etf.europa.eu">DataProtectionOfficer@etf.europa.eu

9.	Purpose of the processing	Manage temporary workers including related medical accomplishments foreseen by the relevant Italian legislation
10.	Legal basis for the processing	<ul style="list-style-type: none"> Italian law for temporary workers (Legge del 14 febbraio 2003 n. 30, decreto legislativo del 15 giugno 2015 n. 81) <u>"Disciplina del rapporto di lavoro dei dipendenti delle Ambasciate, Consolati, legazioni, Istituti culturali ed Organismi internazionali in Italia"</u>, latest update of 30/01/2017
11.	Categories of data subjects	Contracted temporary workers
12.	Categories of personal data	Name, gender, nationality, age (date of birth), contact details. Other voluntary information and data provided by the data subject in the CV, including potentially sensitive data. Medical file.
13.	Time limits for keeping of data	1 year following the conclusion of the working period for data related to the administration of the temporary worker. 30 years (see also medical file) for the medical file held by the ETF Medical Advisor.

14.	Categories of ETF recipients of data	HR Unit, Director, Heads of Department/Unit in need of the temporary workers (excluding data within medical file)
15.	Categories of external recipients of data	<ul style="list-style-type: none"> ETF contractor (<i>consulente del lavoro</i>) in charge of accomplishing the administration of the temporary worker's contracts. ETF Medical Advisor is the only person authorised to access data contained in the medical file.
16.	Transfers of data to third country or international organisation	Not applicable

17.	Technical and	<ul style="list-style-type: none"> Electronic documents are kept in the HR Unit network partition, with
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	organisational security measures	<p>restricted access to the HR Officer in charge.</p> <ul style="list-style-type: none">• Paper documents are stored inside closed cupboards in the HR offices with restricted access.• Medical files related to temporary workers are stored in a safe, which is located in the ETF Medical Advisor's office.
18.	Information to the data subject	Provided in privacy statement

II. COMPLIANCE CHECK AND RISK SCREENING OF PERSONAL DATA PROCESSING OPERATION (Article 26 and 39 of Regulation (EU) No. 2018/1725)

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A. Compliance check

19.	<p>Lawfulness (Legal basis and necessity for processing, point 10)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Necessary for performance of tasks in the public interest attributed by EU or MS legislation <input checked="" type="checkbox"/> Necessary for the management and functioning of the organisation <input checked="" type="checkbox"/> Necessary for compliance with legal obligation incumbent on controller <input type="checkbox"/> Necessary for performance of a contract to which the data subject is party <input type="checkbox"/> The data subject has given consent <input type="checkbox"/> Necessary in order to protect the vital interests of the data subject or of another natural person 	
20.	<p>Purpose definition (Point 9)</p> <ul style="list-style-type: none"> • Do you list all purposes? • Are the purposes specified, explicit, legitimate? • Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)? 	<ul style="list-style-type: none"> • Yes • Yes • Not applicable
21.	<p>Data minimisation (Point 12)</p> <ul style="list-style-type: none"> • Do you really need all data items you plan to collect? • Are there any you could do without? 	<ul style="list-style-type: none"> • Yes • No
22.	<p>Accuracy (Point 12)</p> <ul style="list-style-type: none"> • How do you ensure that the information you process about people is accurate? • How do you rectify inaccurate information? 	<ul style="list-style-type: none"> • Administrative information processed is provided by the ETF contractor hiring the data subject and is therefore deemed to be accurate. Information for the medical file is provided directly by the temporary worker. • Information deemed to be inaccurate are promptly rectified by relevant actor in charge.
23.	<p>Storage limitation (Point 13)</p> <ul style="list-style-type: none"> • Explain why you chose the storage period(s) mentioned • Are they limited according to the maximum or minimum "as long as necessary, as short as 	<ul style="list-style-type: none"> • The selected period of 1 year, following the conclusion of the working period, is considered appropriate for administrative & budgetary reasons. • As short as possible.

	<p>possible”?</p> <ul style="list-style-type: none"> In case you only need some information for longer, can you split storage periods 	<ul style="list-style-type: none"> Data contained in the medical file must be kept for 30 years following the conclusion of the working period, which is the estimated time for some diseases to develop.
24.	<p>Transparency (Point 18)</p> <ul style="list-style-type: none"> How do you tell people about your processing? If you do not want to inform people (or only inform them after the fact), consult your DPO 	<ul style="list-style-type: none"> Privacy statement is given upon start of working period Not applicable
25.	<p>Data subjects rights (Point 18)</p> <ul style="list-style-type: none"> Can people contact you if they want to know what you have about them, want to correct or delete the data, have it blocked or oppose to the processing? How will you react? If you think there could be situations where you would want to refuse e.g. granting access, talk to your DPO. 	<ul style="list-style-type: none"> Yes Not applicable

B. Risk screening

26.	<p>Does the processing involve any of the following?</p> <ul style="list-style-type: none"> Data relating to health, (suspected) criminal offences or otherwise considered sensitive Evaluation, automated decision-making or profiling Monitoring data subjects New technologies that may be considered intrusive 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Exclusion databases Large-scale processing of special categories of personal data (disease surveillance, pharmacovigilance, central databases for law-enforcement cooperation) Internet traffic analysis breaking encryption E-recruitment tools automatically pre-selecting/excluding candidates without human intervention 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Management of personal files Staff evaluation procedures (annual appraisal) 360° evaluations for helping staff members develop training plans Staff selection procedures Establishment of rights upon entry into service Management of leave, flexitime and telework Access control systems (non biometric) Video surveillance (limited scale) 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. Conclusions

	Actor	Date	Signature
27.	<p>Business owner Nadège Perrine Head of HR Unit</p> <p>Conclusion Threshold assessment required according to Risk screening</p>		
	Data Protection Officer: Tiziana Ciccarone / Laurens Rijken		

	Conclusion I confirm that a threshold assessment is required		
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III. THRESHOLD ASSESSMENT OF PERSONAL DATA PROCESSING OPERATION (Article 26 and 39 of Regulation (EU) No. 2018/1725)

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A. Criteria for high risks identification

28.	Systematic and extensive evaluation of personal aspects or scoring, including profiling and predicting ...	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
29.	Automated- decision making with legal or similar significant effect: processing that aims at taking decisions on data subjects	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
30.	Systematic monitoring : processing used to observe, monitor or control data subjects, especially in publicly accessible spaces. This may cover video-surveillance but also other monitoring, e.g. of staff internet use.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
31.	Sensitive data : data revealing ethnic or racial origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic data, biometric data for identification purposes, data concerning health or sex life or sexual orientation, criminal convictions or offences and related security measures or otherwise considered sensitive. The sensitive data concerned are health data, which in this case are limited to annotated responses to a standard medical risk assessment interview of the temporary worker with the Medical Advisor, and the results of the eye sight check, allowing the Medical Advisor to produce the "fit to work" certificate.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
32.	Data processed on a large scale , whether based on number of people concerned and/or amount of data processed about each of them and/or permanence and/or geographical coverage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
33.	Datasets matched or combined from different data processing operations performed for different purposes and/or by different data controllers in a way that would exceed the reasonable expectations of the data subject.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
34.	Data concerning vulnerable data subjects : situations where an imbalance in the relationship between the position of the data subject and the controller can be identified. ...	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
35.	Innovative use or applying technological or organisational solutions that can involve novel forms of data collection and usage. Indeed, the personal and social	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	consequences of the deployment of a new technology may be unknown	
	
36.	Preventing data subjects from exercising a right or using a service or a contract.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	

B. Conclusion

	Actor	Date	Signature
37.	Business owner Nadège Perrine Head of HR Unit Conclusion No further action required despite the matching criteria for high risk identification. See justification below See comment in point 31		
	Data Protection Officer: Tiziana Ciccarone / Laurens Rijken Conclusion I confirm that no further action is required		
	Data Controller Cesare Onestini, Director of the ETF		