

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

1.	Name of the processing operation	Preparation and delivery of administrative attestations
2.	Reference number/Issue	ETF-DPR-55/Issue 1
3.	Date	30/08/2021
4.	Business owner	Cécile Beelaerts Head of Resources Unit Cécile.Beelaerts@etf.europa.eu
5.	Controller	Cesare Onestini Director of the ETF Cesare.Onestini@etf.europa.eu
6.	Joint controller(s)	
7.	Processor(s)	
8.	Data protection officer	Tiziana Ciccarone / Laurens Rijken DataProtectionOfficer@etf.europa.eu

9.	Purpose of the processing	Manage and issue administrative attestations for various reasons (e.g. income, career, employment/secondment/traineeship, tax exemption, residence and fiscal residence, parking, conventions with medical centres) with information from personal file or other HR databases
10.	Legal basis for the processing	Staff Regulations art. 26 on personal file
11.	Categories of data subjects	All ETF Temporary and Contract staff and Local Agents (including former staff), Seconded National Experts, Trainees
12.	Categories of personal data	<ul style="list-style-type: none"> Staff member(including former staff)/Seconded National Expert/Trainee: name, contact details, nationality, passport or ID document details, date and place of birth, place of residence, marital status, job title, car plate, income Spouse/recognised partner: name Dependent child: name
13.	Time limits for keeping of data	The ETF does not keep a copy of the provided attestations nor maintain a trace of the requests for attestations

14.	Categories of ETF recipients of data	HR Officers in charge
15.	Categories of external recipients of data	
16.	Transfers of data to third country or international organisation	Not applicable

17.	Technical and organisational security measures	All attestations are sent via e-mail to the requestor and/or delivered by hand by the HR Officer in charge or by the receptionist
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 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"> • All the relevant personal data are provided by the applicant or contained in the personal file or in other HR databases. HR rely on information provided and, in case of doubts, probe the staff and ask for further supporting documents • Information deemed to be inaccurate are promptly rectified by HR.
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 possible”? 	<ul style="list-style-type: none"> • Not applicable • Not applicable • Not applicable

COMPLIANCE CHECK AND RISK SCREENING - Preparation and delivery of administrative attestations

	<ul style="list-style-type: none"> In case you only need some information for longer, can you split storage periods 	
24.	Transparency (Point 18) <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"> Information is given to the data subject via a privacy statement, which is available in the certificates, declarations and documents e-request Not applicable
25.	Data subjects rights (Point 18) <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? Could there be situations where you would want to refuse e.g. granting access? In case so please describe them 	<ul style="list-style-type: none"> The data subject can request access to his/her data at any time, including rectification or deletion. Those requests will be checked and accepted only if compliant with the regulatory framework. Not applicable

B. Risk screening

26.	Does the processing involve any of the following?		
	<ul style="list-style-type: none"> Data relating to health, (suspected) criminal offences or otherwise considered sensitive 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Evaluation, automated decision- making or profiling 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Monitoring data subjects 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> New technologies that may be considered intrusive 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Exclusion databases 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Large-scale processing of special categories of personal data (disease surveillance, pharmacovigilance, central databases for law-enforcement cooperation) 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Internet traffic analysis breaking encryption 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Management of personal files 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Staff evaluation procedures 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Staff selection procedures 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Establishment of rights upon entry into service 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<ul style="list-style-type: none"> Access control systems 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Video surveillance 	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

C. Conclusions

		Date	Signature
27.	Business owner Cécile Beelaerts Head of Resources Unit Conclusion No further action required	30-07-2021	Email approval
	Data Protection Officer: Tiziana Ciccarone Conclusion I confirm that no further action is required	30-07-2021	Email approval
	Director of the ETF Cesare Onestini	26-08-2021	Email approval