



RECORD OF PROCESSING ACTIVITIES

Record of processing activities with administrative personal data based on Article 31 of Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies applicable to Europol in accordance with Article 46 of the Europol Regulation

Q1	Last Update of the record	14 January 2018
Q2	Reference number	EDOC # 1017504
Q3	Data controller <i>Contact details</i>	Head of Human Resources Unit HeadofHR@europol.europa.eu
Q4	Data Processor <i>(if applicable)</i> <i>Contact details</i>	NA
Q5	Joint controller <i>(if applicable)</i> <i>Contact details</i>	NA
Q6	Data Protection Officer	<i>dpo@europol.europa.eu</i>
Q7	Name of processing activity	Assessment of cases of staff members whose contractual status with Europol is effected by loss of EU nationality
Q8	Purpose of processing	According to the CEOS a member of the temporary/contract staff may be engaged only on the condition that [he] is a national of one of the Member States of the Union, unless an exception is authorised by the authority referred to in the first paragraph of Article 6, and enjoys [his] full rights as a citizen. The purpose of the processing is to obtain the decision of the Appointing Authority whether an exception on grounds of nationality may be granted to the staff members who will no longer fulfil the conditions defined in Article 12(2)(a) CEOS.
Q9	Data categories	<input checked="" type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Date of birth, <input type="checkbox"/> Place of birth <input type="checkbox"/> ID/ passport no. <input type="checkbox"/> Marital status <input type="checkbox"/> Gender <input type="checkbox"/> Email address <input type="checkbox"/> Phone no. <input type="checkbox"/> Name employer

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		<input checked="" type="checkbox"/> Personnel number <input checked="" type="checkbox"/> Function Other (please, specify): <ul style="list-style-type: none"> • Employment history and contract details; • Functions and duties; • Past conduct; • Past annual appraisals reports.
Q10	Description of categories of persons	<input checked="" type="checkbox"/> Europol - All Staff <input type="checkbox"/> Europol - Contractors <input type="checkbox"/> Europol - Law Enforcement Officers <input type="checkbox"/> Europol - Liaison Officers <input type="checkbox"/> Europol - Seconded National Experts <input type="checkbox"/> Europol - Task Force Officers <input type="checkbox"/> Europol - Trainees & Interns <input type="checkbox"/> Others
Q11	Time limit for keeping the data	For documents inserted in the personal file, including the corresponding data in an electronic HR system, the retention of data will follow the Commission retention policy for personal files, i.e. documents will be kept for 8 years after the extinction of all rights of the person concerned and of any dependants, and for at least 120 years after the date of birth of the person concerned. (point 12.3.7)
Q12	Recipients of the data	The recipients of data are: <ul style="list-style-type: none"> • C54; • Head of Human Resources; • Staff member concerned; • Reporting Officer; • Head of Department; • Deputy Executive Director; • Appointing Authority.
Q13	Transfer to third countries or international organisations	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES:
Q14	General description of security measures	Paper based data will be stored in locked safes; electronically access will be restricted in the Data Management System and given only to recipients detailed in Q12
Q15	How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)	Concerned staff are informed individually by means of e-mail. They have access to this processing notification as well as the assessment form.