

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

Part I – Public Information

Q1	Last Update of the record	10 October 2020
Q2	Reference number	EDOC # 1133441
Q3	Data controller <i>Contact details</i>	Head of Human Resources Unit <i>HeadofHR@europol.europa.eu</i>
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	Questionnaire Flu vaccine
Q8	Purpose of processing	<p>To have a record that the data subject has no medical contra-indication preventing administration of the seasonal Flu vaccination.</p> <p>To have a record of which batch of Flu vaccine was given to the data subject.</p> <p>To have a record in case vaccines have caused side effects and a recall by the manufacturer takes place. See the guidelines of the Dutch society of GP's:</p> <p>"NHG-Praktijkhandleiding Griepvaccinatie 2020: Medicatievoorschrift en noteren batchnummer"</p>
Q9	Data categories	<input checked="" type="checkbox"/> Name <input type="checkbox"/> Address <input checked="" 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

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		<input type="checkbox"/> Phone no. <input type="checkbox"/> Name employer <input type="checkbox"/> Personnel number <input type="checkbox"/> Function <ul style="list-style-type: none"> • Other (please, specify): Category (CA/TA/SNE); • Medical data: <ul style="list-style-type: none"> ○ Previous medical experiences with the Flu vaccinations and possible side effects; ○ Presence of current flu-like symptoms; ○ Administration of specific medicine; Allergy/sensitivity to certain compounds.
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 checked="" 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	<p>The questionnaires will be retained for one year following the conclusion of the Flu campaign. Thereafter the questionnaires completed by the data subjects will be shredded. In case the vaccine is not administered to the data subject, for any reason, the questionnaire is returned to the data subject.</p>
Q12	Recipients of the data	Europol Company Doctor; and Europol Medical Service ¹
Q13	Transfer to third countries or international organisations	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES: Name third party I: Place of third party: Contact details: Legal basis transmission:

¹ Head of HR Unit does not need to have access to personal data to be considered a controller. It is enough that the data controller determines the purposes and means of processing, has influence on the processing by causing the processing of personal data to start (and being able to make it stop), or receives the anonymous statistics based on personal data collected and processed by Europol Medical Service.

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		<p>Does the recipient processes data on behalf of Europol <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Safeguards established:</p>
Q14	General description of security measures	The paper forms will be stored in a binder, that will be stored in one of the safes in the Medical Service No electronic version will be stored.
Q15	How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)	<p>Staff have the right to access, rectify, block and erase their personal data via a written request to the data controller.</p> <p>Staff have the right of recourse to the Europol Data Protection Officer (dpo@europol.europa.eu DPO, Eisenhowerlaan 73, 2517 KK, The Hague, NL) and the European Data Protection Supervisor (https://edps.europa.eu/).</p>