



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	31 January 2020
Q2	Reference number	EDOC #1041518
Q3	Data controller <i>Contact details</i>	Head of Human Resources Unit HeadofHR@europol.europa.eu
Q4	Data Processor (if applicable) <i>Contact details</i>	NA
Q5	Joint controller (if applicable) <i>Contact details</i>	NA
Q6	Data Protection Officer	dpo@europol.europa.eu
Q7	Name of processing activity	Verification of Forax fuel and/or VAT card applications
Q8	Purpose of processing	The purpose of the processing is to confirm the status accorded to the data subject by the Dutch Ministry of Foreign Affairs for applying for a Forax fuel and/or VAT card
Q9	Data categories	<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Address <input checked="" type="checkbox"/> Date of birth, <input checked="" type="checkbox"/> Place of birth <input type="checkbox"/> ID/ passport no. <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone no. <input checked="" type="checkbox"/> Name employer <input type="checkbox"/> Personnel number <input checked="" type="checkbox"/> Function Other (please, specify): expiry date of the MFA ID card of the applicant, start date of mandate, status accorded by the MFA, nationality, BSN number

Europol Public Information

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 checked="" 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	The data is not stored by Europol. Once the data is verified by Europol HR in the Forax online tool, it is returned to Forax.
Q12	Recipients of the data	Human Resources Unit
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: Does the recipient processes data on behalf of Europol <input type="checkbox"/> Yes <input type="checkbox"/> No Safeguards established:
Q14	General description of security measures	Only staff members within the dedicated HR team have access to the personal data stored within the Forax online tool.
Q15	How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)	Via e-mail to the data controller: HeadofHR@europol.europa.eu