



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	26 October 2020
Q2	Reference number	EDOC #1046029
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>	n/a
Q5	Joint controller <i>(if applicable)</i> <i>Contact details</i>	n/a
Q6	Data Protection Officer	<i>dpo@europol.europa.eu</i>
Q7	Name of processing activity	Transfer of personal file from Europol to EU Institution, Agency or body
Q8	Purpose of processing	The purpose of the transfer is to be able to track the career of a member of contract ("CA") or temporary ("TA") staff and to have access to decisions taken concerning their statutory rights and obligations.
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 checked="" type="checkbox"/> ID/ passport no. <input checked="" 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 checked="" type="checkbox"/> Personnel number <input checked="" type="checkbox"/> Function Other (please, specify): <ul style="list-style-type: none"> • Personal Data other than the above such as personnel number; medical fit for duty statement; security clearance decision; bank details of staff member and of third party to whom payments

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		<p>need to be performed; place of origin; outside activities; name, income and activities of spouse if applicable; name, birth date of dependent children and persons treated as a dependent child</p> <ul style="list-style-type: none"> • Contracts/ Career; • Allowances / Entitlements / Benefits & Reimbursements of Expenses; • Working Conditions; • Social Security and Pensions; • Decisions related to invalidity and occupational disease; • Training; • Legal & Disciplinary Matters; • Recruitment / ISP; • Decisions related to requests and complaints (if applicable); • Declarations of absence of conflicts of interests for DEDs; • Mandatory Exit forms.
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	Upon transfer, Europol retains no copy of the personal file.
Q12	Recipients of the data	European Union institutions, agencies and bodies, where the data subject takes up employment.
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	Europol shall apply measures necessary for the safe and secure transfer of the file, in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration,

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		<p>and to prevent all other unlawful forms of processing, e.g. the secure packaging of the file and its registered transfer via courier company. Furthermore, when sending the file, Europol informs the concerned staff, and requests a confirmation by the receiving party of the receipt of the personal file in good order.</p>
<p>Q15</p>	<p>How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)</p>	<p><u>Prior to transfer of the file:</u></p> <p>Staff have the right to access, rectify, block and erase their personal data via a written request to the data controller; and</p> <p>Staff have the right of recourse to the Europol Data Protection Officer (dpo@europol.europa.eu, DPO, Eisenhowerlaan 73, 2517KK, The Hague, NL) and the European Data Protection Supervisor (https://edps.europa.eu/).</p> <p><u>Following transfer of the file:</u></p> <p>Staff may approach the data controller and/or DPO of the receiving agency/institution.</p>