



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	29 September 2020
Q2	Reference number	EDOC #690197
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	Verification of details of Europol staff parent(s) of staff pupil(s) enrolled in the European School The Hague (ESH) and of such staff pupil(s).
Q8	Purpose of processing	The purpose of the processing is to verify the data required for the calculation of the EU contribution to the ESH concerning the Europol staff pupil(s) enrolled – at the beginning of the school year to determine the forecasted contribution and at the end of the school year the definitive contribution.
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 <input type="checkbox"/> Personnel number <input type="checkbox"/> Function Other (please, specify):

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		<ul style="list-style-type: none"> - Full name(s) of the Europol staff pupil(s) enrolled at the ESH for the school year N/N+1; - Accredited level of education for each of the Europol staff pupil(s) enrolled for the school year N/N+1; - Forecast number of months of enrolment in the corresponding level of education in year N/N+1; - Actual number of months of enrolment in the corresponding level of education in year N/N+1. <p>The aforementioned data relate to the information overview received from the ESH, the confirmation received from the Europol staff parent(s) and the confirmation report sent out by Europol to the Commission.</p>
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	The data will be retained for a period of five (5) years after the end of the school year N/N+1. This timeframe is stipulated in Article 10 of the Commission Decision.
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	The process is managed by C2 HR. During the process, the emails will be accessible to authorised HR personnel only. Once the process is finalised, a report will be created on the basis of responses provided. The

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		report is sent to the Commission to calculate/confirm the basis for the payment to the ESH. Access to the emails and report is granted to authorised HR personnel only.
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>