

EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Nr.	Item	Description
	Management of EDPS staff recuperation requests of additional hours worked (flexitime)	
1.	Last update of this record	28/08/2023
2.	Reference number	15
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Responsible department or role: Data are mainly processed in the EDPS HRBA Unit by the GECO - officer in charge of leave - and by the line manager concerned (edpsgeco@edps.europa.eu). Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	



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6.	Name and contact details of processor (where applicable)	<p>By virtue of the EDPS-EC SLA, the EC is a data processor for the processing of personal data of EDPS staff in the context of the provision by DG HR of the information system supporting the flexitime management process (i.e. SYSPER2) and related services.</p> <p>More specifically, the HR service in charge is the DG.HR.A.3 Processes, IT & Reporting: HR-MAIL-A3@ec.europa.eu.</p>
7.	Very short description and purpose of the processing	<p>The purpose of the processing operation is to manage EDPS staff's recuperation requests of additional hours worked and, if applicable, to grant them as per the EDPS Decision on working time and hybrid working of 21 April 2022.</p> <p>The data is only used to authorise the recuperation of overtime based on the working hours registered in SYSPER2 by the staff member.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><u>Categories of persons:</u></p> <p>All EDPS staff members eligible for recuperation pursuant to the EDPS Decision on working time and hybrid working dated 21 April 2022.</p> <p><u>Categories of personal data:</u></p> <ul style="list-style-type: none"> - Data that enable the person making the request to be identified (surname, first name, personnel number, status, administrative address). - Information provided by staff members in order to be granted overtime recovery (monthly time sheet in SYSPER2 and request for recuperation with date)
9.	Time limit for keeping the data	Flexitime requests are kept for 4 years.
10.	Recipients of the data	<p>The recipients of personal data are the line manager(s) (and the persons delegated by them) of the concerned staff member and the GECO, in order to allow for the evaluation of requests. The the Head of the HRBA unit and the Secretary General as AIPN have access to the data as well.</p> <p>Staff members have the right to access and rectify their own data directly in SYSPER2.</p>
11.	Are there any transfers of personal data to third countries or international	No.



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	organisations? If so, to which ones and with which safeguards?	
12.	General description of security measures, where possible.	<p>Only the staff member, the line managers concerned, the GECO, the Head of the HRBA unit and the Secretary General (as AIPN) have access to the work hours registered by the staff member.</p> <p>The data is kept according to the security measures implemented by DG HR/DG DIGIT, who owns the EC tool SYSPER2.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Data protection notice is published on the EDPS intranet.

