# Register of Processing Activities

**Controller:** European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA)

**Address:** Vesilennuk 5, 10415 Tallinn, Estonia

**Data Protection Officer:** dpo@eu-lisa.europa.eu

**General description of security measures:** Personal data is stored on eu-LISA ICT infrastructure with restricted access. Standard ICT security measures are implemented to protect this ICT infrastructure (e.g. firewalls, antivirus protection, data encryption and passwords). Data is backed-up regularly and security software is kept up-to-date. eu-LISA premises are not publicly accessible and secured. Access to the personal data is restricted to authorised users requiring it for the purposes of the processing. eu-LISA contracts include data protection provisions as standard which must be complied with by contractors.

* Data processing activities marked with an asterix have been finished. The respective rows were hidden from the register.

| ID | Case № | Date Reception | Last update | Controller | Description | Purpose | Category of Data Subject | Category of Data | Joint Controller | Processor | Retention Period | Recipients | International Transfer | Prior Checking/Consultation Required | Opinion from the EDPS |
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| 173 | 0004/2024 | 23/07/2024 | 25/07/2024 | PAU (*) | **Azure ENTRA ID** | The processing of user data in Azure EntraID is necessary to authenticate and authorize administrators for creating, modifying, and deleting resources within the Azure tenant. Processing is limited to the data necessary for these purposes and adheres to the principle of least-privilege | Designated eu-LISA staff members | General personal data:<br>The personal data concerns:<br><br>☒ Name, contact details and affiliation (e.g. address, first name, surname, e-mail, phone number, citizenship)<br>first name, surname<br>☒ e-Communication and/or connection data (e.g. phone network, internet traffic, IP address, logs, user ID, user credentials, number of the caller and the time of the call)<br>user credentials, IP address and hardware token serials, logs<br>☒ Location data (e.g. movements, GPS data, GSM) | N/A | N/A | **General personal data - After deletion of the account 90 days online and 275 archived for incident response purposes and in line with our logging standard.** | **Designated eu-LISA staff members** | **Yes, under Adequacy Decision.** | n/a | n/a |
| 172 | 0030/2024 | 26/06/2024 | 08/07/2024 | Corporate Services Department | **Contract Management and Monitoring** | a) ELMER processes personal information (full name, job title, company name) of the official representatives of Contractors in order to prefill certain documents generated from the tool which are needed in the procurement process. b) ELMER processes the personal data of Contractors' staff members and services requested via ELMER:b) ELMER processes the SharePoint username and eu-LISA email address (derived from the eu-LISA Active Directory) of the internal actors (statutory staff) within the agency for the purpose of setting permissions to items, assigning tasks and sending notifications related to the requests logged in the tool.c) ELMER processes the full name, the eu-LISA email address, profile name, hierarchical entity (sector/unit/department) and place of delivery of the service providers (consultants) which are designated by the Contractors to deliver specific services, in order to ensure the correct evidence of all the external support resources and the correct calculation of costs associated to the services for the purpose of setting permissions to items, the validation of invoices issued by Contractors, the adequate contract monitoring and the verification of their security requirements. | eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts) and Contractors of eu-LISA providing goods and services | **A. General personal data**:<br>The personal data concerns:<br>**Name, contact details and affiliation** (e.g. address, first name, surname, e-mail, phone number, citizenship)<br>a) Full name, job title, company name of the official representatives of Contractors are prefilled in the documents generated from ELMER which are communicated to these Contractors, as part of the procurement process.<br>b) eu-LISA email address (derived from the eu-LISA Active Directory) of the internal actors (statutory staff) within the agency for the purpose of sending notifications related to the requests logged in the tool.<br>c) full name, the eu-LISA email address, profile name, hierarchical entity (sector/unit/department) and place of delivery of the service providers (consultants) which are designated by the Contractors to deliver specific services, in order to ensure the correct evidence of all the external support resources and the correct calculation of costs associated to the services for the purpose of setting permissions to items, the adequate contract monitoring and the verification of their security requirements.<br>**Communication and/or connection data** (e.g. phone network, internet traffic, IP address, logs, user ID, user credentials, number of the caller and the time of the call)<br>SharePoint username (derived from the eu-LISA Active Directory) of the internal actors (statutory staff) within the agency for setting permissions and assigning tasks related to the requests they log in the tool. | **←** | N/A | N/A | As per the financial regulations applicable to contractual and financial documents ELMER is the repository of contracts and services by the agency. Information related to the procurement procedures launched via ELMER to request goods and/or services, including personal data, are to be retained in the tool until the framework contract is finalised, and in the case of a specific contract, 5 years following the signature of the contract.<br>• Until the end of a possible audit if one started before the end of the above | **Line managers of the data subject and Designated eu-LISA staff members**<br>- Line managers have the following permissions:<br>- access to the service provides allocated to them or information created by them of for their own sector/unit/department,(Contractor's personal data, service provider full name, the SharePoint username of statutory staff actors involved in the workflow of the request at each step);<br>o access to see all the service provides allocated to their own sector/unit/department (service provider personal data);<br>o access to see and validate/approve the monthly attendance reports submitted by the service provider allocated to their own sector/unit/department (service provider personal data);<br>- Designated eu-LISA staff members (designated members from eu-LISA management team, Contract Management Committee, HRU, Procurement, Finance, Security, Contract Coordinators, Legal, SPOC, CRa and CVAs) who are involved in the workflow of the requests have the following permissions:<br>o access to see all the requests created and the associated information (contract number, service provider, service provider full name, the SharePoint username of statutory staff actors involved in the workflow of the request at each step);<br>o Contract Coordinators and CVAs have access to see all the service providers allocated to the sector/unit/department they are responsible for (service provider personal data);<br>o access to see the approved monthly attendance reports submitted by the service provider allocated to their sector/unit/department they are responsible for (service provider personal data);<br>- Internal software development team (statutory staff and consultants) has access to all the requests, service provider and monthly attendance modules and their related information for maintenance, bug fixing and user support purposes;<br>- ICT Sector team (statutory staff and consultants) has access to the SharePoint site collection where the tool is deployed for maintenance, bug fixing and user support purposes, and to the logging and auditing of system activities;<br>- External auditing entities (may receive temporary permission to view information in | **N/A** | | |
| 171 | 0002/2024 | 30/05/2024 | | Executive Support and Stakeholder Relations Unit | **Justice and Home Affairs Agencies Network – 2024 Staff Exchange Programme** | The Justice and Home Affairs Agencies Network Staff Exchange Programme gives the opportunity to the 9 Agencies of the Network to send out their staff members, and/or to host staff from other Agencies, for a specific period of time. The purpose of the Staff Exchange Programme is for the JHA Agencies to exchange good practices and share their knowledge in their area of expertise. It also enables closer day-to-day collaboration by allowing staff members working in the same sphere but from due to actually meet, exchange and enhance expertise, and strengthen the cooperation between JHA Agencies. In line with the JHAAN role and mission, as well as with the recommendations stemming from the 2022 JHAAN Assessment Report, such exchanges aim to foster a more comprehensive proper understanding of the other Agencies' roles and functions, as well as lead to more collaborative projects.<br>The Programme is part of the activities of Justice and Home Affairs Agencies Network (JHAAN), therefore the scope of the exercise applies to the staff members of the nine Agencies which comprise this Network. Following a successful pilot last year organised by another Agency, the Network has agreed to continue with a second edition that follows the same format and scope. As chairing Agency of the Network in 2024, eu-LISA will take on a coordination role. It will be responsible for ensuring participants' satisfaction, and the smooth running of the exercise. It will also be responsible for administrative tasks associated with the exercise, in order to lighten the administrative burden for them by taking on an active role in the matching of the hosting offers and applications process. For this, general personal data from participants will need to be collected and shared with the Staff Exchange Programme responsible colleagues from the participating JHA Agencies, in the manner outlined below. | eu-LISA statutory staff and stakeholders of eu-LISA, including Member States representatives (statutory staff of the other participating JHAAN Agencies) | General personal data: name, contact details and affiliation and details on education, expertise and profession of the person | N/A | N/A | 02.07.2024 - 31.12.2024 | designated eu-LISA staff members and other recipients | **N/A** | yes | |
| 170 | 0001/2024 | 24/01/2024 | | Security Unit | **Document reader for physical security and access control at premises of eu-LISA** | The document reader ensures the veracity of the personal identification document and the identity of the subject, helping to control the access to eu-LISA premises and to ensure the security and the safety of premises, individuals and goods. It complements other physical security systems such as the video-surveillance system. | The general public, including visitors, correspondents, enquirers | Name, contact details and affiliation<br>Personal identification numbers<br>Image<br>Data contained in the data repository: full name of the person, photograph, nationality and country-code, sex, date and place of birth, personal identification | N/A | G4S Estonia<br>Protection Security Group<br>Securitas France | Up to 30 days from the collection | Designated eu-LISA staff members<br>G4S Estonia<br>Protection Security Group<br>Securitas France | N/A | | |
| 169 | 0014/2023 | 11/01/2024 | | Human Resources Unit | **Timesheets of staff working in shifts** | The purpose of the processing operation is :<br>- Time accounting: to record hours worked by staff members, in line with Article 4 (4) of the Decision of the Management Board of eu-LISA No 2023-202 of 16 November 2023 on working time and hybrid working:<br>"An IT tool shall be made available to staff to record their working hours. Registered working hours shall correspond to the time actually spent working". | eu-LISA statutory staff | Name, contact details and affiliation<br>Date, Type of shift, start time, end time, absence, lunch break time, comments | N/A | N/A | Personal data is stored for the time necessary to fulfill the purpose of collection or further processing. Personal data is stored until the end of the staff member's activity for the Agency. | Line managers of the data subject<br>Designated eu-LISA staff members | N/A | | |
| 167 | 0012/2023 | 10/08/2023 | | Governance and Capabilities Unit | **CSI Register** | The CSI Register is the eu-LISA centralised repository for improvements as an integral part of the planning cycle of the Agency. This tool is open to every eu-LISA staff members, intra<br>and extramuros, that are able to access it and register an improvement. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts) | Name, contact details and affiliation<br>e-Communication and/or connection data. | | | 1. The data of an active user is kept until the user becomes inactive;<br>2. The data of an inactive user (no longer using the tool) is kept for an additional timelimit of 12 months after deactivation. The personal data collected through the other sources (e.g., Sector Metrics Excel) shall apply the same retention period (e.g., after 12 months, the data of an inactive user shall be deleted from the tool and the documents where it was collected)<br>3. Logs files – 12 months in SharePoint | Designated eu-LISA staff members | N/A | | |
| 165 | 0010/2023 | 29/08/2023 | | Corporate Services Unit | **Health and Safety accidents and incidents register** | The personal data is processed to manage all incidents that could occur at eu-LISA premises such as, a work incident or accident and to perform an analysis of the incident or accident in order to ensure that all preventive/protective measures are taken for the safety of eu-LISA workers.<br>The personal data is processed in compliance with eu-LISA Occupational, Health and Safety Policy and the Belgian Health and Safety Bill legislation from one of the countries where eu-LISA is located (Estonia, Belgium, Austria or France). | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Contractors of eu-LISA providing goods and services<br>Witnesses | Name, contact details and affiliation:<br>Type of work accident,Location of the accident, Date of registration of the accident, Date of the accident, Time of the accident, Unit/sector/employer, Activity, Witnesses name, Type of contract, Danger, Risk, Location of lesions, Nature of lesions, Age, Gender, With or without work stoppage, Date start of work stoppage, Date of re-entry, Duration of work stoppage, Investigation done, Date of entry, First aid administered. | N/A | N/A | 10 years according to the Belgian Well-being Labour Code - Livre Ier - Principes généraux - Titre 6.- Mesures en cas d'accident du travail. If the information received by email are not subject to be registered as work incident, the retention period is 6 months. The data are then deleted from the email box after six months. | Designated eu-LISA staff members<br>OHSS specialist | N/A | | |
| 164 | 0009/2023 | 05/07/2023 | | Governance and Capabilities Unit | **KNOW Navigator** | In order for users to use the KNOW Navigator tool they need to login with their active directory credentials. In this way, users will be able to create knowledge artifacts in the tool, to participate in the knowledge management workflows foreseen in the tool, editorially knowledge artifacts, among other functionalities. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts) | Name, contact details and affiliation: name, surname, email address<br>e-Communication and/or connection data: User Principal Name (UPN), logs | N/A | N/A | 1. The data of an active user is kept until the user becomes inactive;<br>2. The data of an inactive user (no longer using the tool) is kept for an additional timelimit of 12 months after deactivation. The personal data collected through the other sources (e.g., Sector Metrics Excel) shall apply the same retention period (e.g., after 12 months, the data of an inactive user shall be deleted from the tool and the documents where it was collected)<br>3. Logs files – 12 months in SharePoint | Designated eu-LISA staff members | N/A | | |
| 163 | 0008/2023 | 24/05/2023 | | Test and Transition Unit | **CBS System Solution Testing tools suite** | The purpose of the processing operation is to manage the user accounts, to report on the user's status and performance regarding their testing campaigns and to provide access to the testers to the CBS System Solution Testing tools suite (Jmeter and SauceLabs) | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Contractors of eu-LISA providing goods and services | Name, contact details and affiliation: Complete name of user who is assigned to use the platform.<br>e-Communication and/or connection data : User ID, Windows Active Directory ID, activity logs. | N/A | Hexaware Technologies Machines Corporation (BM) - for Jmeter<br>Sauce Labs Inc – for | The retention period for user accounts: When a user is no longer active, the access rights will be revoked and the generic user account will be allocated to a different user or stay in an unassigned status. | Designated eu-LISA staff members<br>Contractors providing testing services to eu-LISA | N/A | | |
| 162 | 0007/2023 | 04/05/2023 | | Corporate Services Unit | **Remote access of ICT Services (VPN)** | eu-LISA uses the data collected through the VPN event logs registration system for the sole purpose of managing, troubleshooting and maintaining the system, and keeping the logs for remote access to eu-LISA IT infrastructure in accordance with the Standard on logging and monitoring of eu-LISA. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Contractors of eu-LISA providing goods and services | e-Communication and/or connection data<br>- Username (from the authentication system)<br>- IP Address<br>- time of the event. | N/A | N/A | The event logs (time of the event, user name provided by the authentication mechanism existing in Active Directory, IP address, Action: Allow / Block Communication) are stored by the system for 1 year. | Designated eu-LISA staff members<br>Username (from the authentication system), IP Address: ICT.S Designated personnel (staff and intramuros), Managed ICT Services provider's designated personnel,<br>eu-LISA CyberSecurity team (via the monitoring tool/infrastructure, accounted for under Case 23 - 0014/2023) | N/A | | |
| 161 | 0006/2023 | 06/03/2023 | | Governance and Capabilities Unit | **Online meetings software** | The purpose of the processing is to support eu-LISA members in building up their professional and personal capabilities by making available relevant recordings that renowned external presenters provide to eu-LISA. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>External presenters of the 'Research Lunch Talks' | Visual image of the presenter (having the camera connected throughout the recording);<br>Affiliation indicated when accessing the session (personally customised and not necessarily related to personal information) for all participants | N/A | N/A | Due to the nature of the sessions to be organised, the recording will be published in Learn's website as learning material with no data retention period indicated. | eu-LISA members who access the recording | N/A | | |
| 159 | 0004/2023 | | | Security Unit | **Security wiki server** | The purpose of the processing of personal data is to grant eu-LISA users the possibility to connect to wiki server using Active Directory credentials. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts) | First name,<br>Surname,<br>e-mail address | N/A | N/A | The data shall be kept during the period for which the user is actively using the wiki server without prejudice of eu-LISA backup policy (5 months on the primary location and 6 months on the secondary storage location of the eu-LISA Corporate IT infrastructure).<br>Once the person leaves the agency, the profile shall be deleted from wiki server. | Designated eu-LISA staff members | N/A | | |
| 158 | 0003/2023 | 04/05/2023 | | Corporate Services Unit | **EUSign Service in eu-LISA** | The main purpose of the processing activity is to enable the use of qualified electronic signature in eu-LISA, by specific activities: registering a user for the Electronic Signature service, managing the contract with DIGIT for the EU Sign service, supporting the user while using the service each time an action (signature, validate, extend) related to Electronic Signatures is requested by the user from the Electronic Signatures service. | eu-LISA statutory staff | Name, contact details and affiliation<br>e-Communication and/or connection data<br>Personal identification numbers | N/A | European Commission DG DIGIT.D3 | e-mail address<br>Username (from the authentication system)<br>IP Address<br>time of the event.<br>The logs are kept for 6 months | Line managers of the data subject<br>Designated eu-LISA staff members<br>- ICT Services Support Agents;<br>- HoICTS;<br>- DIGIT EU Sign Services Support Agents. | N/A | | |
| 157 | 0002/2023 | 15/02/2023 | | Human Resources Unit | **Headquarter and Seat Agreements – Data exchange** | The purpose of the processing of personal data is to fulfill the requirement of the Article 15 of Protocol No 7 attached to the Treaties of the European Union and to establish a register of eu-LISA staff members and family members entitled to:<br>- Special identity card from Ministry of Foreign Affairs (MFA) in Estonia;<br>- 'Attestation de fonction" and/ or special residence permit in France;<br>- Benefits arising from the granted status as EU staff. | eu-LISA statutory staff<br>Relatives of the data subject | Name, contact details and affiliation: Name, surname, maiden name, type of function, employment start and planned end date, date and place of birth, nationality, address, marital status, information about spouse and children<br>Personal identification numbers<br>Image<br>Type of function<br>Relatives of the data subject (information about spouse and children):<br>Name<br>Surname<br>Date and place of birth<br>Nationality<br>Marital status<br>Date and place of marriage<br>Entry to France date<br>Passport information | N/A | N/A | Excel table to be deleted from restricted T:drive 3 months after providing the list to the National Authorities<br>Hard copies of the documents of the relevant family members are sent directly to the National Authorities 3 months after receiving it.<br>The special residence card is sent back to the National Authorities when the last member finished the contract plus maximum 3 months after end of service.<br>Any other personal data concerning the staff members follow the administrative HRU retention periods (see Case 29-02/20/2015 – Administrative files and Case 71-0005/2017 – SYSPER 2) | Designated eu-LISA staff members<br>Authorised persons at Ministries/ National Authorities in Estonia and France | N/A | | |
| 156 | 0001/2023 | 14/06/2023 | | Corporate Services Unit | **External sFTP** | The main purpose of the External sFTP Service is for the external contractors to have the ability to transfer large file(s), in particular those file(s) are in form of code artifacts which are needed in order to execute them on the appropriate CBS systems. | | First name, last name;<br>- IP Address;<br>- Remote Address (Public IP address of the source);<br>- User Name (User Name of the end user that authenticates on the sFTP application);<br>- Date and time of handling by sFTP server (source: the sFTP system);<br>- Name of the file transferred (Name of the file that is uploaded to the sFTP server). | N/A | N/A | The administrative time limit(s) for keeping the personal data per data category:<br>ITSM Forms : as per the retention period in Case 154_0012/2022<br>User Accounts : Kept until the end of the project;<br>External IP Addresses, Traffic logs, clean-up logs, system usage logs, system access logs : 6 months are kept on the system, then they are overwritten | Designated eu-LISA staff members<br>Managed ICT Services Provider's Personnel | N/A | | |
| 155 | 0013/2022 | 30/01/2023 | | Security Unit | **CSIRT operations and services** | The objective of the Computer Security Incident Response Team (CSIRT) is to ensure coordinated response across the Agency in IT security incidents, minimising their negative effects through providing effective guidance for response and recovery activities, and to work to prevent incidents in the future. To deliver this objective, the CSIRT services cover both the Core Business Systems and the corporate IT systems and infrastructure. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services<br>The general public, including visitors, correspondents, enquirers<br>Other categories of data subjects | Name, contact details and affiliation<br>e-Communication and/or connection data<br>Image<br>Other data:<br>phone network,<br>- internet traffic,<br>- IP address,<br>- logs,<br>- user ID,<br>- user credentials,<br>- number of the call<br>- the time stamp,<br>- first name,<br>- surname,<br>- e-mail | N/A | CERT-EU | Data category: System, application, web access and e-mail logs, network traffic and metadata<br>- Retention period: 1 year<br>- Start date description: The moment logs are captured<br>- End date description: One year after the logs were collected on a rolling basis.<br>Data category: Investigation of information security incidents:<br>- Retention period: up to 1 year<br>- Start date description: The moment incident is initiated by team members.<br>- End date description: when a conclusive result has been reached and up to 1 years. | Line managers of the data subject<br>Designated eu-LISA staff members<br>Designated CERT-EU staff members | N/A | | |
| 154 | 0012/2022 | 30/01/2023 | | Security Unit | **Identity and access management for the operational Core business systems ("IAM for CBS")** | The purpose of this processing activity is to ensure an appropriate level of security and manage user populations and their rights when creating accounts to access the CBS by eu-LISA staff members and external contractors. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services | Name, contact details and affiliation<br>- first name<br>- surname<br>- e-mail<br>e-Communication and/or connection data<br>- user ID<br>- user credentials<br><br>Signed NDAs | N/A | N/A | Retention period for the created accounts: the contract duration of the eu-LISA Staff members and contractors. If case of changes of the access rights, the Identity Request Initiator notifies the euLISA Access Coordinator in order to apply the requested changes. Once the user is offboarded, the accounts are disabled and after 6 months are manually deleted from the systems. During the 6 months period, the account can be reactivated if requested by the Identity Request Initiator by notifying the euLISA Access Coordinator.<br>For the stored documents containing the ITSM request forms: they are being archived once the account is disabled and afterwards are being deleted upon a period of 6 months.<br>There is also a yearly internal audit assessment in order to ensure that Data Protection requirements are met. | Line managers of the data subject<br>Designated eu-LISA staff members<br>Single Point Of Contacts (SPOCs) for Contractors per consortium | N/A | | |
| 153 | 0011/2022 | 29/11/2022 | 10/06/2024 | Infrastructure Management Unit | **Peer Award** | The purpose of the processing of personal data is to give staff members the opportunity to show appreciation and recognise help/support provided to IMU individual employees by a colleague in the same sector and/or within IMU. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Contractors of eu-LISA providing goods and services | Name, contact details and affiliation<br>e-Communication and/or connection data<br>Description of the help/support provided to IMU member by a colleague from the same sector and/or within IMU | N/A | N/A | Data is stored up to 3 months after the close of voting and the award | Line managers of the data subject<br>Designated eu-LISA staff members | N/A | | |
| 152 | 0010/2022 | 10/11/2022 | | Infrastructure Management Unit | **IMU Mission and Vision survey** | The purpose of the processing of personal data is to give staff members an opportunity to share their view on proposals of IMU mission and vision. | eu-LISA statutory staff | Name, contact details and affiliation<br>e-Communication and/or connection data<br>Answers to questions in case it's possible to identify respondent from his voluntary answer to free text question | N/A | DG DIGIT, the Directorate-General for Informatics of the European Commission as manager of the application EUSurvey | Data from euSurvey is stored for 4 weeks after receiving respondents' participation and is manually deleted by the survey owner. After completing the exercise, data from EuSurvey is transferred to euLISA's and manually deleted after 2 years. First-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months. | Line managers of the data subject<br>Designated eu-LISA staff members<br>USurvey operation team and Infrastructure administrators | N/A | | |
| 151 | 0009/2022 | 18/03/2022 | | Executive Support and Stakeholder Relations Unit | **Speech to Text for meeting minutes** | The purpose of this processing activity is to capture audio from conferences organised only in pre-defined meeting rooms, in order to generate transcripts of the conferences that will then facilitate the drafting of minutes. The transcripts will be generated by using a voice recognition tool called "Speech to Text" (STT). | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services | Name, Country<br>Audio recording | N/A | N/A | 2 months, unless it is necessary to comply with a statutory requirement | Designated eu-LISA staff members | N/A | | |

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| 150 | 00068/2022 | 11/03/2022 | | Corporate Services Unit | **Condeco** | The purpose of the processing personal data is to allow eu-LISA - statutory staff (temporary and contract staff) and non-statutory staff (seconded national experts) (jointly referred to as the "Users") to book their workplace station remotely according to the Activity Based Workplace implementation in eu-LISA, maximising office space and workplace management. eu-LISA uses the remote booking cloud application Condeco Workplace Optimisation Solution ("Condeco") provided by Condeco Software Sarl ("Condeco SARL") | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Contractors of eu-LISA providing goods and services | Name, contact details and affiliation<br>e-Communication and/or connection data<br>Information about room bookings and workstation usage (e.g., who is using which desk and in which timing – morning/afternoon/all day and including days of the week | N/A | | Desk booking data: Personal data is deleted automatically by the system upon completion of the desk booking. | Designated eu-LISA staff members<br>Condeco customer service support | N/A | | |
| 147 | 00055/2022 | 30/03/2022 | | Corporate Services Department | **Public Access to Documents** | The purpose of the processing is to ensure the appropriate handling of requests for public access to documents under Regulation (EC) No 1049/2001. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>The general public, including visitors, correspondents, enquirers<br>Other categories of data subjects (please detail below):<br>• Any person whose personal data are contained in the requested documents.<br>• Any natural person or any individual acting on behalf of a legal person who | Name, contact details and affiliation<br>Personal identification numbers (e.g. national ID/passports, staff ID)<br>• For individuals: Identity Documents<br>• For legal persons:<br>o proof of registered office<br>o proof of the link between the individual presenting the application and the legal person<br>• Personal data:<br>• Any personal data contained in documents and files covered by the scope of the request | N/A | N/A | | Designated eu-LISA staff members<br>Other recipients:<br>• PAD Coordinator – means the Senior Legal Officer(s) and/or Legal Officer(s) working in the Legal Sector of Corporate Services Department, performing tasks of a cross-divisional nature, in charge of processing public access to documents applications and coordinating the internal network of PAD Contact Persons;<br>• PAD Contact Person – person appointed by a decision of the Executive Director to be part of a cross-divisional network within the Agency, coordinated by the PAD Coordinator, in charge of the first stage of handling public access to documents applications in their thematic field under the joint instructions of their Head of Unit and the PAD Coordinator;<br>• Management of eu-LISA - Executive Director, Deputy Executive Director (if applicable), Head of Corporate Services Department, Head of Operations Department (if applicable);<br>• Designated external service providers handling a specific request for public access to documents<br>• Pursuant to Article 9 of the Regulation (EU) 2018/1725, without prejudice to Articles 4 to 8 and 10 of the same Regulation, personal data shall only be transmitted to recipients established in the Union other than Union institutions and bodies if: | eu-LISA may reply to an applicant requesting access to documents under Regulation No 1049/2001 residing in any country outside the EU. Apart from the applicant's own personal data, eu-LISA only discloses personal data to an applicant residing outside the EU if the conditions for a transfer of personal data to a third country or an international organisation under Chapter V of Regulation (EU) 2018/1725 are met. All cases are assessed on a case-by-case basis. | | |
| 146 | 00040/2022 | 10/08/2022 | | Internal Audit Capability | **Recording for Transparency Register of eu-LISA** | Processing of personal data is done with the objective of ensuring transparency, proportionality, equal treatment and non-discrimination towards all prospective economic operators and in line with the provisions in the Decision of the Management Board of eu-LISA on the Transparency Register of economic operators, Decision on the Register of eu-LISA, the Decision No 2020-425 of 23.12.2020 the Management Board of eu-LISA on the implementing rules on the prevention and management of conflicts of interest of the staff members and in particular Article 4 thereof, and Decision of the Management Board No 2019-188 REV1 of 28 August 2019 establishing the Financial Rules of the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice and in particular Chapter 8 thereof. | eu-LISA statutory staff, Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services,<br>Representatives of economic operators,<br>Self employed individuals to the extent that the registrant is not a legal person and its data includes personal data, Requesters of the meeting/contact, Other participants to the meeting/contact, Reporting Form creator. | Name, contact details and affiliation<br>In the Reporting Form:<br>- Title<br>- Name of Reporting Form creator<br>- Date or creation of the Reporting Form<br>- Type of meeting/contact<br>- Date of the meeting/contact<br>- Location of meeting/contact<br>- Requestor of the meeting/contact<br>- Role of eu-LISA representative<br>- Name of the economic operator<br>- Role of participating economic operator<br>- Name of participants<br><br>In the Transparency Register:<br>- Record ID<br>- Date of meeting/contact<br>- Type of meeting/contact<br>- Location of meeting/contact<br>- eu-LISA representative (role)<br>- Name of the economic operator | N/A | N/A | | For the Transparency Register on the website: two (2) years from the date of publication.<br>For the Reporting Form: the document will be kept for a total of (2) years from the date of the Reporting Form, unless a longer retention period is necessary due to a follow-up procedure (e.g audit, court procedure or a complaint to the European Ombudsman).<br>The<br>information contained in the Transparency Register and in the Reporting Form shall be deleted after the above-mentioned retention periods. | Designated eu-LISA staff members, eu-LISA staff responsible for carrying out the processing operation and to authorised staff according to the "need to know" principle.Such staff abide by statutory, and when required, additional confidentiality agreements. | N/A | | |
| 144 | 00032/2022 | 28/03/2022 | | Enterprise Project Management Office (EPMO) | **Create and Manage Surveys** | The purpose of the processing personal data is to create and manage surveys on various topics of interest to the Unit and the Agency, such as: use and improvement proposals of the Agency's Project Portfolio Management (PPM) tools managed by EPMO Sector (i.e., Planview Enterprise One and Planview Projectplace), EPMO intranet space on SharePoint and related content, PPM processes and documentation, trainings, satisfaction level and any other processes, tools, activities and/or documents related to or derived from EPMO's mandate within the Agency. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services | Name, contact details and affiliation<br>e-Communication and/or connection data (IP address)<br>Comments provided as free text, EUSurvey data (EUSurvey platform processes survey administrator's personal information for the purpose of user management (e.g., user data such as full name and email address) as well as analytics collected via first-party cookies used by Europa Analytics when accessing the domain europa.eu used by European institutions' websites)). | N/A | The European Commission (or the "Commission") for the provision of EUSurvey tool | Personal data collected via EUSurvey is stored on the EUSurvey platform for 1 month after the survey's deadline expiry. The information is stored in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EUSurvey by the<br>survey owner once the retention period expired. After the 1 month period, the survey results are exported from EUSurvey and transferred to eu-LISA data centre to be retained for 5 years. All personal data is removed from the EUSurvey platform.<br>After the 5-year retention period expires, the anonymised survey results and the reports created could be kept for a longer period on eu-LISA's data centre for statistical purposes. | Line managers of the data subject<br>Designated eu-LISA staff members<br>eu-LISA staff, non-staff members (interamuros, extramuros), as well as external users (contractors or member state representatives) may be recipients of statistical survey reports in read-only mode.<br>EUSurvey operation team and Infrastructure administrators for purposes of system support and maintenance. | N/A | | |
| 143 | 00021/2022 | 14/01/2022 | | Corporate Services Unit | **Guest Wi-Fi Network** | Personal data shall be processed for the following purposes:<br>i) To provide a Wi-Fi Internet connection service to all eu-LISA visitors, eu-LISA statutory staff ("Service Purposes"; ii) To manage the network and ensure its security, through preventive or responsive measures such as regular log audits and troubleshooting sessions ("Security Purposes"); iii) To abide by the applicable rules and laws ("Legal Purposes"). | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services<br>The general public, including visitors, correspondents, enquirers | Name, contact details and affiliation (Name and surname; e-mail address; and Phone number)<br>e-Communication and/or connection data (Internet traffic, IP and MAC address, traffic data, user ID, session logs, timestamps) | N/A | N/A | | Personal data collected for Service Purposes shall be stored up to the expiry of the Contract.<br>Name and contact details collected for Security Purposes shall be stored for up to 20 (ten) days from the date of collection unless further retention is necessary to assess a security event or fulfil a statutory requirement.<br>Connection data collected for Security Purposes shall be stored for up to 12 (twelve) months from the date of expiry of the Contract.<br>Personal data collected for Legal Purposes shall be stored for the retention periods set forth by the applicable laws. | Designated eu-LISA staff members:<br>-Corporate IT Services Sector: network specialists/experts, system-engineers, IT infrastructure officers;<br>-Security Unit staff: IT security specialists, security officers in case of security incidents and investigations;<br>Designated intra-muros, service provider/managed services:<br>• Managed ICT Services – cover the operational management services required in normal conditions in the following areas:<br>- Service Desk Managed Services;<br>- Networks and Communications Managed Services;<br>- Infrastructure Managed Services;<br>- Content Collaboration Managed Services.<br>- Complementary services – cover the introduction of new services or major extensions of the existing ones;<br>- Ad-hoc services – cover services provided in Fixed Price (FP), Time & Means (T&) or Quoted Time & Means (QT&) mode, related to the area of the contract. They also include payable services provided Outside Normal Working Hours (Extended Working Hours). | N/A | | |
| 142 | 00026/2021 | 08/12/2021 | | Governance and Capabilities Unit | **Library Management** | The purpose of the processing operation is to: (i) ensure eu-LISA Library functioning; (ii) manage purchases, loans, and reservation holds for books, magazines, and other resources both in paper and digital format; and (iii) comply with the applicable legal obligations (i.e., Regulation (EU) 2018/1725 (Article 31), Regulation (EU) 2018/1725, FWC EAC/28/2018, FWC EAC/2018/OP/0003, and the Framework service contract for the provision of subscriptions to specialist periodicals, in all formats, and other electronic resources (Section 6)). | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts) | Name and surname, office location and the records of the borrowed items | N/A | N/A | Personal data shall be stored for the whole performance of the contract and up to 1 (one) year after its termination | Line managers of the data subject<br>Designated eu-LISA staff members<br>Other recipients (eu-LISA personnel having access to the Agency intranet, designated European Publications Office staff members) | N/A | | |
| 141 | 00025/2021 | 14/04/2021 | | Security Unit | **Security Trainings** | eu-LISA Security Unit processes personal information of the participants who attend security related trainings and awareness sessions as per internal Security Policy Framework and its Health and Safety Policy (adopted by eu-LISA Management Committee, 100-2017). | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts) | Name, contact details and affiliation - Full names, e-mail address<br>-Signatures | N/A | N/A | eu-LISA keeps the data up to 5 years for auditing reasons and until new budget release. | Designated eu-LISA staff members<br>- Security Unit personnel<br>- Finance and Procurement Unit<br>- Human Resources | N/A | | |
| 140 | 00024/2021 | 22/02/2021 | | Test and Transition Unit | **MS Test Tools Suite – IBM Security Verify (ISV)** | The purpose of the processing operation is to report the users' status and performance on their testing campaigns and provide access to the Member States (MS), Agencies and eu-LISA Core Business Systems (CBS) providers access to the Test Tools (available on cloud) in the context of EES implementation.<br>IBM Security Verify cloud solution is used to integrate the access management for Jira, q-Test and nickel.chat tools. IBM processes for eu-LISA the personal data that includes the users' data collection, registration, authentication and notification. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services | Name, contact details and affiliation<br>e-Communication and/or connexion data (Technically Identifiable Personal Information (such as device IDs, usage based identifiers (logs), static IP address, etc. - when linked to an individual)<br>Location data (Personal Location Information (such as geolocation data).<br>This personal data is processed by IBM for their own purpose (related to the ensuring tool authentication management and security) and allows IBM to capture geo-specific data to identify the risk of an interaction. The purpose of this is to have the necessary visibility on the user's activity - through an anonymised view.<br>-User account data: account name, authentication information, registration date, contact information, any other information associated with the account (if provided by the user).<br>- Behavioural biometrics processed to identify patterns, not individuals.<br>This personal data is processed by IBM for their own purpose (related to the ensuring tool authentication management and security) and allows IBM to capture behaviour anomalies data to identify the risk of an interaction. The purpose of this is to have the necessary visibility - through an anonymised view. | N/A | Lift Consortium (reseller) IBM (vendor) | Personal data in ISV will be automatically deleted by IBM 30 days after the licences expiration (2 years + 30 days). | Designated eu-LISA staff members<br>ISV authorised staff members for the purpose of IAM | N/A | | |
| 139 | 00023/2021 | 09/08/2021 | | Executive Support and Stakeholder Relations Unit | **Annual internal communication satisfaction survey** | The purpose of the annual internal communication surveys is to gather feedback and monitor user engagement as well as satisfaction levels to constantly introduce improvements to both, the processes and well as the formats, to plan actions and improve internal communications, where required and possible, according to the survey results. The results of this survey are the bases for corporate KPI 30. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts) | Name, contact details and affiliation<br>e-Communication and/or connection data | N/A | Directorate-General for Informatics (DIGIT) of the European Commission, as manager of the application EUSurvey. | Within one month of the termination of the exercise, owner of the survey (COMS) will delete all forms of the submissions and results of the survey from the survey tool.<br>After completing the exercise, data from the survey tool is transferred to a folder with limited access to COMS and manually deleted from the survey tool by the survey owner. Any file with downloaded data will be deleted after 1 year.<br>For the survey respondents: Data from survey is stored for up to 12 weeks after receiving respondents' participation in a secured and protected database hosted by the Data Centre of the European Commission. First-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months.<br>For the survey owner: As long as the user is an EU staff member, the user account remains active and personal data is therefore retained. However, users can, at any time, ask the EUSurvey team to terminate the account if they no longer wish to use the service. In this case, case, the user account, all associated data and all surveys and results will be permanently deleted. | Designated eu-LISA staff members within the communication team<br>EUSurvey operation team and Infrastructure administrators | N/A | | |
| 138 | 00022/2021 | 22/02/2021 | | Test and Transition Unit | **MS Test Tools Suite – Jira (Atlassian)** | The purpose of the processing operation is to report the users' status and performance on their testing campaigns and provide access to the Member States (MS), Agencies and eu-LISA Core Business Systems (CBS) providers access to the Test Tools (available on cloud) in the context of EES implementation.<br>Jira is a cloud tool used for defect management within the MS test Tools Suite. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services | Name, surname, email address, username, affiliation<br>IP Address<br>Device information<br>User account data<br>- account name,<br>- authentication information,<br>- registration date,<br>- contact information,<br>- any other information associated with the account (if provided by the user).<br>Content provided by the user (e.g. upload file).<br>Traffic data | N/A | Lift Consortium (reseller) Atlassian Pty Ltd (vendor) | Personal data in qTest will be automatically deleted by qTest 90 days after the licences expiration (2 years + 90 days). | Designated eu-LISA staff members<br>Contractors of eu-LISA providing goods and services (Lift) for the purpose of providing technical support in qTest.<br>qTest staff that will provide support to tickets raised by users. | Transfer is being done by using "Triosnite' sub-processor services for the provisioning of its services. Triosnite gains the personal data from customer's qTest users, either directly by manual entry or indirectly through the admin or another user of the customer, additionally IP addresses are collected by using the tool.<br>Personal data as outlined above is transferred for the purpose of providing the products and services to eu-LISA and for administrative purposes such as account provisioning, license key delivery, incident and general communication management.<br>The data will be transferred to the following sub-processors (service providers of the vendor) and countries:<br>- Salesforce Inc. – USA (Enterprise cloud computing solutions manual entry of contact<br>information for business administrative purposes)<br>Contractors of eu-LISA providing: name, surname, email address, username, affiliation contact data for the user account creation – admin user only.<br>- Sumo Logic Inc. – USA (provides log management and analytics services that leverage machine-generated big data to deliver realtime IT insights)<br>Personal data transferred: name, surname, email address, username, affiliation, IP Address, user account data, content provided by the user (e.g. upload file, send a message<br>- Signal Sciences Corp. – USA (software as a service platform providing security monitoring<br>and defence for web applications; Runtime Application Self Protection can see web requests in clear text)<br>Personal data transferred: IP Address<br>- The Rocket Science Group LLC dBa Mail Chimp – USA (email platform that helps manage and communicate with Triosnite' customers through the | | | |
| 137 | 00021/2021 | 22/02/2021 | | Test and Transition Unit | **MS Test Tools Suite – Rocket.chat** | The purpose of the processing operation is to report the users' status and performance on their testing campaigns and provide access to the Member States (MS), Agencies and eu-LISA Core Business Systems (CBS) providers access to the Test Tools (available on cloud) in the context of EES implementation.<br>Rocket.chat is a cloud tool used for the collaboration and communication within the MS test Tools Suite. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services | Name, surname, email address, username, affiliation<br>IP Address<br>Device information<br>User account data<br>- account name,<br>- authentication information,<br>- registration date,<br>- contact information,<br>- any other information associated with the account (if provided by the user).<br>Content provided by the user (e.g. upload file, send a message). | N/A | Lift Consortium (reseller) Rocket.chat (vendor) | Personal data in Rocket.Chat will be automatically deleted by Rocket.Chat 30 days after the licences expiration (2 years + 30 days). | Designated eu-LISA staff members<br>Contractors of eu-LISA providing goods and services (Lift) for the purpose of providing<br>technical support in rocket.chat.<br>Rocket.chat staff that will provide maintenance and support to tickets raised | Rocket.chat personal data remains in the data centre in Germany (OVH). The data transfer is occurring only in case members of infrastructure team are going to access the EU infrastructure in the following countries:<br>- US<br>- Paraguay (adequacy decision)<br>- Argentina (adequacy decision)<br>This may happen during the regular maintenance activities, which are taking place once (1) per quarter, or when there are issue on infrastructure. | | |
| 136 | 00020/2021 | 22/02/2021 | | Test and Transition Unit | **MS Test Tools Suite – qTest (Triosnite)** | The purpose of the processing operation is to report the users' status and performance on their testing campaigns and provide access to the Member States (MS), Agencies and eu-LISA Core Business Systems (CBS) providers access to the Test Tools (available on cloud) in the context of EES implementation.<br>qTest tool is used by eu-LISA for test management : monitoring of the test phases and test cases purposes in order to report the stakeholders' status and performance on their testing campaigns. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services | Name, surname, email address, username, affiliation<br>IP Address<br>User account data<br>- account name,<br>- authentication information,<br>- registration date,<br>- contact information,<br>- any other information associated with the account (if provided by the user).<br>Content provided by the user (e.g. upload file, send a message). | N/A | Lift Consortium (reseller) Triosnite GmbH (vendor) | Lift (reseller) contract: 2 years<br>Personal data in qTest will be automatically deleted by qTest 90 days after the licences expiration (2 years + 90 days). | Designated eu-LISA staff members<br>Contractors of eu-LISA providing goods and services (Lift) for the purpose of providing technical support in qTest.<br>qTest staff that will provide support to tickets raised by users. | Transfer to USA is being done by using 'Triosnite' sub-processor services for the provisioning of its services. Triosnite gains the personal data from controller's qTest users, either directly by manual entry or indirectly through the admin or another user of the customer, additionally IP addresses are collected by using the tool.<br>Personal data is transferred for the purpose of providing the products and services to eu-LISA and for administrative purposes such as account provisioning, license key delivery, incident and general communication management. | | |
| 135 | 00019/2021 | 29/06/2021 | | Governance and Capabilities Unit | **WGAI Survey** | The aim of the questionnaire for the members of the eu-LISA Working Group on Artificial Intelligence is to collect information on the initiatives, priorities, ongoing work and other information focusing on aspects related to the implementation of Artificial Intelligence at national and/or organisational level. | Stakeholders of eu-LISA, including Member States representatives | Name, contact details and affiliation, e-Communication and/or connexion data<br>Other personal data:<br>-Cookies via Europa Analytics<br>-Answers to questions | N/A | European Commission Directorate-General for Informatics (DIGIT), eu-LISA Management Board Secretariat as the processor of personal data related to the circulation of the requests to respond to the questionnaire | Data collected via the questionnaire are extracted in an MS Excel format (and deleted from EuSurvey by he survey owner?) and stored in eu-LISA secure document repositories for 6 months after the date of closure of the questionnaire he contributions<br>First-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months. | Designated eu-LISA staff members have access to the data collected via the questionnaire, as well as to the personal data used to disseminate the questionnaire.<br>EUSurvey operation team and Infrastructure administrators of DG DIGIT does<br>not have access to the information submitted using the online form, however, the IP address of every<br>connection is saved for security reasons for every server request. The IP address is the only personal<br>information that is being collected. | N/A | | |
| 134 | 00018/2021 | 26/04/2021 | 13/01/2023 | Test and Transition Unit | **CSI Test Tools** | The purpose of the processing operation is to facilitate and support the Test Management process. In detail, it means to support the Test Management Process including Test Planning, Test Design, Test Implementation, Test Execution, Test Monitoring and Control of the Central System of the different CBS (for the tools concerning Test Management Section). | eu-LISA statutory staff, other individuals working for eu-LISA (consultants, trainees, interims, experts), Contractors of eu-LISA providing goods and services | Name, contact details and affiliation, e-Communication and/or connexion data | N/A | N/A | For q-Test tool, the personal data will be retained until the user will no longer use the tool/ will be deactivated.<br>For Trosca tool, the personal data will be retained for the duration of the tool, unless it will be possible to remove it from the database after the user is deactivated.<br>For Jira tool, the personal data will be retained for the duration of the tool, unless it will be possible to remove it from the database after the user is deactivated.<br>In MS AD there is no policy for the removal of data yet. However, the responsible colleagues have communicated that the personal data will be retained for 1 year after the user becomes inactive. | Designated eu-LISA staff members | N/A | | |
| 133 | 00017/2021 | 22/06/2021 | | Security Unit | **Registration of the Public Key Infrastructure ( PKI )** | The eu-LISA PKI is used to identify certificate applicants, to verify the authenticity of the certificates requests and to manage the certificates, including certificates request validation, certificates issuance, revocation and suspension. | eu-LISA statutory staff, other individuals working for eu-LISA (consultants, trainees, interims, experts),Stakeholders of eu-LISA, including Member States representatives | Name, contact details and affiliation, e-Communication and/or connexion data, Signature | N/A | N/A | Subscriber contact detail (certificate request forms):<br>• for the validity period of the certificate (2 years) OR:<br>• following the retention policy of the repository where are stored (e.g. SMB ticketing tool, SPoC, Share Point).<br>Certificates: Maximum 10 years (until the end-life of the Certification Authority used to generate the certificates). | Designated eu-LISA staff members | N/A | | |
| 132 | 00016/2021 | 21/11/2020 | | Corporate Services Unit | **Telephony System** | The main reason for this processing activity is ensuring that eu-LISA's operational processes can be performed by telephony.<br>The following purposes are also considered:<br>- ensuring the proper functioning of the IT capacity planning (i.e., monitoring the amount of utilisation and managing the need of licenses and hardware capacity, and respective fees to the network and voice provider), and for security audit purposes where data (such as name, landline/mobile number, timestamps) is processed, e.g., to detect and prevent attacks (internal and external) and ensure the security and stability of the systems.<br>- For incident management and troubleshooting – namely to ensure the proper functioning of the systems according to users' complaints or alerts from monitoring system. | eu-LISA statutory staff, other individuals working for eu-LISA (consultants, trainees, interims, experts) | Name, contact details and affiliation, e-Communication and/or connexion data,<br>User Data stored:<br>1. Name<br>2. Phone number<br>3. Landline/mobile number<br>4. Corporate Mobile number<br>Call Data Record (CDR) stored:<br>1. Who: caller (internal/External phone number)<br>2. Whom: destination (internal/external phone number)<br>3. Timestamp for start<br>Timestamp for finish | N/A | N/A | The whole set of personal data is kept only for audit trail for the time stipulated in backup policy (5 months on the primary location and 5 months on the secondary storage location of the eu-LISA Corporate IT infrastructure). | Designated eu-LISA staff members<br>Only System Administrators are able to access the audit logs.<br>By default, there are no reports of the telephony system activity available or disseminated. | **N/A** | | |

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| 131 | 05/15/2021 | 21/11/2020 | | Corporate Services Unit | **Secure Printing** | The main purpose for this processing activity is ensuring that eu-LISA's documents' printing are performed in a secure way, providing a higher level of protection for confidential documents enabling each user to be authenticated for the printing. This processing activity also covers the purpose of optimization of costs and efficiency by diminishing the number of real printing, as the user needs to be near the printer and scan the badge. | eu-LISA statutory staff, other individuals working for eu-LISA (consultants, trainees, interims, experts) | Name, contact details and affiliation, e-Communication and/or connexion data, Personal identification numbers, 1. Printing Intelligence Report-User Usage Analysis<br>Date, Pages, Jobs, Colour B/W, Duplex<br>2. Prints/copies per user<br>User, Print Job Name, Printer, Date, Paper Size, Pages<br>3. Overview of users<br>User, Login, Identification, Card Number/ID<br>4. ADMINISTRATION INTERFACE (DATA SYNCED FROM AD)<br>Name, Last Name, Internal Phone Number, City, Country, LDAP Login, SMTP Mail Address, Standard Group, Personal Folder. | N/A | N/A | The whole set of personal data is kept for audit trail and incident management. Personal data processed is kept for the time following the Agency's backup policy as reference (6 months on the primary location and 6 months on the secondary storage location of the eu-LISA Corporate IT infrastructure). | Designated eu-LISA staff members | N/A | | |
| 129 | 05/13/2021 | 02/09/2020 | | Governance and Capability Unit | **Training to the Member States** | The main purpose of this processing operation is the provision of training to Member States on large-scale IT systems which are in the remit of eu-LISA according to training needs identified on yearly basis in line with eu-LISA mandate as provided in the founding Regulation (Regulation (EU) 2018/1726). | eu-LISA statutory staff, other individuals working for eu-LISA (consultants, trainees, interims, experts), Stakeholders of eu-LISA, including Member States representatives, Contractors of eu-LISA providing goods and services. | Name, contact details and affiliation, e-Communication and/or connexion data, Personal identification numbers, Image, audio,Details on education, expertise, profession of the person, Economic and financial details, Location data | EU Agency for Law Enforcement Training (CEPOL) with regard to implementation of live webinars through CEPOL's GoToWebinar tool and the provision of technical support before (registration, | 1. EUSurvey<br>Directorate-General for Informatics (DIGIT) of the European Commission, as manager of the application EUSurvey. | Training related data is archived after necessary reporting is provided (Annual reporting on training activities). Archiving takes place in the eu-LISA Sharepoint for a period of 5 years.<br>Information is kept by GCU for 5 years from their submission for reporting, budget and audit related reasons.<br>For the survey respondents to Post-course evaluation questionnaire: Data from EuSurvey is stored for the period for which the questionnaire is valid in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EuSurvey by the survey owner. After completing the exercise, data from EuSurvey is transferred to eu-LIEA's data center and manually deleted after 5 years for comparison and reporting purposes throughout any given 5-year period.<br>Third-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months if not manually remove from user.<br>For the survey owner: As long as the user is an EU staff member, the user account remains active and personal data is therefore retained. However, users can, at any time, ask the EUSurvey team to terminate the account if they no | Designated eu-LISA staff members, processors' operation team and Infrastructure administrators.<br>eu-LISA staff member responsible of the processing operation, plus person participating to the training, eu-LISA and external trainers. | N/A | | |
| 128 | 05/12/2021 | 02/09/2020 | 15/10/2021 | Executive director Corporate Services Department, Legal Sector | **Administrative inquiries, pre-disciplinary, disciplinary and/or suspension proceedings** | The processing operation is necessary for the handling of the administrative inquiries by the Investigation Panel appointed by the Executive Director of eu-LISA (Appointing Authority) for the purpose establishing the facts related to allegations of a failure of a staff member to comply with the established obligations and, where necessary, determining whether there has been such a failure. The processing operation is also necessary for the handling of pre-disciplinary, disciplinary, and/or suspension proceedings where eu-LISA is in charge. | eu-LISA statutory staff, contractors of eu-LISA, Other individuals working for eu-LISA (consultants, trainees, interims, experts), Witnesses, any other persons quoted in the file, alleged victims | Name, contact details and affiliation, Staff personal number, Image, audio, Details on education, expertise, profession of the person, Economic and financial details, Family, lifestyle and social circumstances, Goods and services the person provides, Gender, age, name of line manager, hiring date, contractual status, contractual grade, organizational entity, data which enables the persons involved in an administrative inquiry to be identified/e-mails or other type of communication exchanged by the identified individuals/ witness statements, names of the investigated staff members, information, such as allegations and declarations, provided during the inquiry by a staff member (temporary and contract agent), Seconded National Experts, external service providers, and/or witnesses. | N/A | In case of external investigator(s), the person(s) appointed to the position of the Executive Director.<br>In case of a disciplinary board is established, the persons appointed to the board by the Executive Director or Management Board of eu-LISA. | Preliminary assessments/administrative inquiries, pre-disciplinary and disciplinary proceedings:<br>At eu-LISA: Two (2) years, unless otherwise indicated<br>At external level: Six (6) months, unless otherwise indicated in the service contract<br><br>For the cases where a disciplinary proceeding is concluded, irrespective of the outcome, in which the files contain the investigation report, the instruments of the disciplinary procedure, the correspondence with the person(s) concerned, the decision imposing or not a disciplinary measure and any follow-ups (appeals), the retention period is as follows:<br>At eu-LISA: Twenty (20) years, unless otherwise indicated<br>Outside eu-LISA: Six (6) months, unless otherwise indicated in the service contract. | Line managers of the data subject, Designated eu-LISA staff members,<br>Within eu-LISA: The Executive Director, the appointed [internal] Investigation Panel, the Legal Sector (if needed) and the internal disciplinary board (if applicable).<br><br>Outside eu-LISA:<br>o If applicable, the appointed external investigator(s);<br>o If applicable, the external disciplinary board;<br>o Bodies and institutions in charge of monitoring, audit or inspections tasks [e.g. the Commission's Internal Audit Services (IAS), European Court of Auditors (ECA), European Data Protection Supervisor (EDPS), European Public Prosecutor Office (EPPO), European Anti-Fraud Office (OLAF)]. | N/A | | |
| 127 | 05/11/2021 | 02/09/2020 | | Human Resources Unit | **Requests for assistance under Article 24 of the Staff Regulations** | In accordance with Article 24 of the SR, the Agency is obliged to assist any staff member in proceedings against any person perpetrating threats, insulting or defamatory acts or utterances, or any attack to person or property to which he or she or a member of his or her family is subject by reason of his or her position or duties. The perpetrator of the mentioned actions may be a third party, a staff member or non-statutory staff of eu-LISA [e.g. interns, Seconded national experts (SNEs)]. | eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts), contractors of eu-LISA, relatives of the data subject, former staff members of eu-LISA,third parties mentioned in or connected to the request for assistance. | Name, contact details and affiliation, Personal identification numbers, Image, audio, Details on education, expertise, profession of the person, Economic and financial details, Family, lifestyle and social circumstances, Goods and services the person provides, Other basic personal information about the categories of persons mentioned above, such as gender, age, name of line manager, hiring date, contractual category and grade, organisational entity,<br>Any data which enables the person making the request for assistance under Article 24 of the Staff Regulations to be identified;<br>Allegations, declarations or other information provided by the staff member/other individual in his/her request in order to assess the request;<br>Allegations, declarations or other information provided by staff members (temporary and/or contract agents), Seconded National Experts, interns, and/or external service providers in the course of the process of evaluating the request;<br>Witness statements. | N/A | If assistance is needed, the law firm, appointed by an external contractor, the mandated external contractor. | 1. For requests for assistance under Article 24 of the SR:<br>At eu-LISA:<br>General personal data Fifteen (15) years, unless otherwise indicated<br>Sensitive personal data Fifteen (15) years, unless otherwise indicated<br><br>At external level:<br><br>General personal data Six (6) months, unless otherwise indicated in the service contract<br>Sensitive personal data Six (6) months, unless otherwise indicated in the service contract<br><br>In the cases where eu-LISA makes a preliminary assessment of the information collected and a decision to launch (or not) an administrative inquiry is issued, the retention period is as follows:<br><br>At eu-LISA:<br><br>General personal data Two (2) years, unless otherwise indicated | Line managers of the data subject, Designated eu-LISA staff members.<br><br>Within eu-LISA:<br>Personal data processed in the context of requests for assistance may be disclosed to the Executive Director and the staff members responsible for the request for assistance, namely in the Legal Sector, to the Head of Corporate Services Department, and to the Head of Human Resources Unit. Data may also be disclosed to a restricted number of staff in HRU, Data Protection Officer, Confidential Counsellor(s) and Line Manager (if applicable) on a need to know basis.<br><br>Outside eu-LISA:<br>If assistance from the law firm is required, the contract person in this law firm and the authorised staff of this law firm;<br>In case the preliminary assessment is performed by an external contractor: the mandated external contractor;<br>Other bodies and institutions in charge of monitoring, audit or inspections tasks [e.g. the Commission's Internal Audit Services (IAS), European Court of Auditors (ECA), European Data Protection Supervisor (EDPS), European Public Prosecutor Office (EPPO), European Anti-Fraud Office (OLAF) | N/A | | |
| 126 | 05/10/2021 | 26/03/2021 | | Systems Operations Unit | **Shift survey** | The purpose of the processing of personal data is to measure staff satisfaction, optimise the functioning of the eu-LISA shift planning and maintaining processes. This enables the SOU to plan actions to improve the working environment and staff satisfaction. | eu-LISA statutory staff | Name, contact details and affiliation, e-Communication and/or connexion data; Other personal data:<br>-Cookies via Europa Analytics<br>-Answers to questions | N/A | DG DIGIT, the Directorate-General for Informatics of the European Commission | Data from EuSurvey is stored for 4 weeks after receiving respondents' participation in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EuSurvey by the survey owner. After completing the exercise, data from EuSurvey is transferred to eu-LIEA's data center and manually deleted after 2 years. Third-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months. | Line managers of the data subject; Designated eu-LISA staff members; Other recipients:<br>- EUSurvey operation team and Infrastructure administrators | N/A | | |
| 125 | 05/09/2021 | 27/01/2021 | | Security Unit | **Penetration testing and red team exercises** | To properly secure eu-LISA's information technology assets, the Security Unit is required to assess the security stance of the Agency periodically by conducting vulnerability assessments and penetration testing and red team exercises against the corporate IT infrastructure. The ultimate goal is to be better prepared to deal with real attacks. | Eu-LISA statutory staff, Other individuals working for eu-LISA, Contractors of eu-LISA providing goods and services | Name, contact details and affiliation; e-Communication and/or connexion data; | N/A | CERT-EU (when the security exercise is executed in cooperation with CERT EU) | General personal data: 6 months<br>Sensitive personal data: not the main goal of this processing activity, where it happens and special categories of data that are clearly not relevant for the purposes of investigating the incident are collected, they should not be reflected in the written report and should not be kept. Also, when such personal data is in fact necessary, it should be justified under Article 10 of EUDPR and it will be processed manually as part of an incident investigation, including to establish whether a data breach has taken place. | Designated eu-LISA staff members; Other recipients:<br>- Delegated external assessors (CERT EU staff members) tasked with the execution of the penetration testing/red team exercise | N/A | | |
| 124 | 05/08/2021 | 05/05/2021 | 11/06/2021 | Human Resources Unit | **Staff Committee call for interests – Reserve list** | Personal data is collected for the purpose of creating a reserve list of volunteers for delegating members to Selection Panels. | Eu-LISA statutory staff | Name, contact details and affiliation; Details on education, expertise, profession of the person: Category, Grade, Place of work | N/A | N/A | 3 years after the final list was drafted<br>or<br>after withdrawal of the volunteer from the reserve list. | Designated eu-LISA staff members:<br>- Staff Committee members<br>- Human Resources Recruitment representatives | N/A | | |
| 123 | 05/07/2021 | 22/03/2021 | | Human Resources Unit | **Expressing interest for COVID19-Vaccination** | The purpose of this processing activity is to facilitate the access to a COVID 19 vaccination national program for eu-LISA staff members, interns, seconded national experts (SNEs) and possibly trainees, and their respective eligible family members (spouses and children over 35) on a voluntary basis according to the priorities established by the national authorities, in order to decrease level of risk of contamination. | Eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts); Relatives of the data subject. | Name, contact details and affiliation; Personal identification numbers; Health data. | N/A | N/A | Vaccination requests/consents: 1 full calendar year after the date of submitting the data of eu-LISA to the national authority. | Designated eu-LISA staff members; Other recipients:<br>- Authorized HRU staff;<br>- Persons indicated by the national authorities for the organisation of the vaccination and/or respective medical service providers. | N/A | | |
| 122 | 05/06/2021 | 18/01/2021 | | Corporate Services Unit | **Videoconferencing tool (Cisco Meeting Server "CMS")** | The purpose of the processing is to provide a videotreeh conferencing solution to support internal and external communication, to be used for online events and meetings organised by eu-LISA. | Designated eu-LISA staff members; Other external users invited to a conference. | Name, contact details and affiliation; e-Communication and/or connexion data;Image, audio; Other personal data: Topic/Title, Host, Start date, End date, Timezone duration, Owner, Language, Location, Telepresence details, List of participants, Time zone, Recurrence; Connection data: audit logs of the meetings and IP Address. | N/A | N/A | Chat information in shared rooms – 24 hours<br>Chat information in individual rooms –<br>until deleted by the user or when the user is no longer active<br>Connection data (audit logs) – 1 week | Designated eu-LISA staff members; Other recipients:<br>Other external users invited to a conference. | If the participants are located in a third country | | |
| 121 | 05/05/2021 | 05/03/2021 | | Human Resources Unit | **COVID 19 - Monitoring presence in eu-LISA premises** | The purpose of this processing is to monitor and control the occupancy rate in eu-LISA premises in order to keep track of the ratio between the number of people that is on site and outside the office as well as between a number of staff working [teleworking or in the office] or being absent (on leave). | Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Contractors of eu-LISA providing goods and services. | Name, contact details and affiliation;<br>Personal data retrieved from SYSPER 2: name, surname, department, unit, sector, location, staff member/external support), teleworking, weekend/public holiday, mission, leave/holiday.<br>Personal data to be filled: presence at the premises. | N/A | N/A | **Input data:** At the moment: 2 years – essentially for audit purposes (present year + past year), in line with eu-LISA Financial Rules, in particular Articles 75-80.<br>**For COVID-19 monitoring of presence in eu-LISA premises:**<br>Output data related to occupancy rate: data from presence-absence table will only be processed for such purpose during COVID-19 crisis. Once the end of the pandemic is reached, the processing activity will stop and the data from presence-absence table will be kept in line with corresponding eu-LISA record – i.e. deleted 1 month after end of pandemic milestone is reached.<br>This processing operation will continue until the outbreak of Covid-19 is finished. | Line managers of the data subject; Designated eu-LISA staff members and External service providers who have access to the respective site of the Agency's Intranet | N/A | | |
| 120 | 05/04/2021 | 04/03/2021 | | Executive Support and Stakeholder Relations Unit | **Profile photos of eu-LISA staff** | The purpose of the processing of personal data is in order to establish a stock of high-quality professional portrait photos of eu-LISA staff members for the use related to various online and offline/hybrid events and publications. | eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Contractors of eu-LISA providing goods and services. | - Name, contact details and affiliation<br>- Personal data related to the organisation and management of the photo shooting session event (this includes the information given, before, during or after the event): contact details - first name, last name, title, function, e-mail;<br>- Photos, where eu-LISA staff members appear are taken by contractors on behalf of eu-LISA, with prior authorisation and published (including controlled websites and Social Media) in the context of eu-LISA's activities (e.g.profile image of the specific individual representing the Agency at an external conference is published on the conference website)<br>- For the purpose of access control to eu-LISA facilities: first and last name; organisation; birth date; nationality; type, number and validity of an official identification document (passport, ID card) are collected prior to arrival (managed by the Security Unit). | N/A | Adria Congres SRL | **Contact details to register in events:**<br>- Personal data related to the organisation and management of the photo shooting sessions (this includes the information given before, during or after the event) will be deleted after the Agency has processed the final payment in relation to the related contract.<br>- Personal data shared with the Security Unit for the purpose of access control to eu-LISA facilities is kept for the period needed to safely handle entry and exit to the premises.<br><br>**Photos:**<br>- Photographs taken at the photo shooting sessions are kept for 5 years before being deleted. | Line managers of the data subject; Designated eu-LISA staff members; Other recipients:<br>- eu-LISA staff responsible for carrying out this processing operation<br>- other eu-LISA authorised staff according to the "need to know" principle [e.g. Security Unit for the purpose of access control to eu-LISA facilities]. Such staff abide by statutory, and when required, additional confidentiality agreements.<br>- contractors providing services for the organisation of the photos shooting session and for taking photos<br>- a wider public if it is provided that personal data is to be published on eu-LISA controlled websites or Social Media channels<br>- Auditors in charge of a monitoring or inspection task in accordance with the EU legislation.<br>- Third party IT tools, including Social Media | N/A | | |
| 119 | 05/03/2021 | 01/03/2021 | | Planning and Standards Unit | **Architecture Review Board (ARB) survey** | The purpose of the processing of personal data is to measure staff satisfaction, optimise the functioning of the quarterly Architecture Review Board and allow overall a better decision making process.<br>This enables the PSU to plan actions to improve the working environment and staff satisfaction. | Eu-LISA statutory staff | Name, contact details and affiliation;Connection data (IP address, logs, etc.); Cookies by Europa Analytics; | N/A | DG DIGIT, the Directorate-General for Informatics of the European Commission | No retention of the emails or personal data.<br>Answers from EuSurvey and all data have been deleted.<br>Data from EuSurvey is stored for 2 weeks after receiving respondents' participation in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EuSurvey by the survey owner. After completing the exercise, data from EuSurvey is transferred to eu-LIEA's data center and manually deleted after 1 year<br>Third-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months.<br>For the survey owner: As long as the user is an EU staff member, the user account remains active and personal data is therefore retained. However, users can, at any time, ask the EUSurvey team to terminate the account if they no longer wish to use the service. In this case, the user account, all associated data and all surveys and results will be permanently deleted. | Line managers of the data subject; Designated eu-LISA staff members and EUSurvey operation team and Infrastructure administrators. | N/A | | |
| 118 | 05/02/2021 | 29/10/2020 | | Human Resources Unit | **Recruitment - Online Interview tool** | The purpose of processing personal data is to manage synchronous and asynchronous online video interviews, according to the recruitment and selection procedures in eu-LISA. For that purpose, the recruitment team is making use of a system ("Cammio") in order to support the selection and recruitment for different categories of statutory staff (temporary and contract staff) or non-statutory staff (seconded national experts/interims). | Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts); the general public, including visitors, correspondents, enquirers; Candidates; Other statutory staff members of EU institutions that function as nominated selection committee members. | Name, contact details and affiliation; Video recording. | N/A | Cammio BV | no DPIA retention period:<br>The data storage policy is the following:<br>• for applications received but not selected: data are filed and stored in archive for 2 years. After this time, they are destroyed;<br>• for applicants placed on a reserve list but not recruited: data are kept for the period of validity of the reserve list + 1 year. After this time, they are destroyed;<br>• for successful candidates: data are kept for a period of 5 years from the termination of employment or as of the last pension payment. After this time, they are destroyed.<br>Cammio retention period: Personal data will be kept in Cammio data server until the establishment of the reserve list plus 3 (three) months.<br>- After deletion of candidate video recordings, data copies may still exist in existing backups. The backups are removed within 30 days and use a rotation scheme. | Designated eu-LISA staff members; Other recipients: Service provider Cammio :other statutory staff members of EU institutions that function as nominated selection committee members. | N/A | | |
| 117 | 05/01/2021 | 12/02/2021 | | Executive Support and Stakeholder Relations Unit | **Meeting rooms' naming contest** | The purpose of the processing of personal data is to enable the submission of proposals by employees with regard to the choice of meeting rooms 'names.<br>The proposed procedure will be completed in three stages: | Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts);GUCF | Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts); the general public, including visitors, correspondents, enquirers; Candidates; Other statutory staff members of EU institutions that function as nominated selection committee members. | N/A | DG DIGIT, the Directorate-General for Informatics of the European Commission | Within one month of the termination of the exercise, owner of the survey (CDMS) will delete all forms of the submissions and results of the voting survey.<br>With regard to the EuSurvey:<br>For the survey respondents: Data from EuSurvey is stored for 8 weeks after receiving respondents' participation in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EuSurvey by the survey owner. After completing the exercise, data from EuSurvey is transferred to eu-LIEA's data center and manually deleted after 1 year. Any data from EuSurvey will be deleted after 1 year.<br>Third-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months.<br>For the survey owner: As long as the user is an EU staff member, the user account remains active and personal data is therefore retained. However, users can, at any time, ask the EUSurvey team to terminate the account they no longer wish to use the service. In this case, the user account, all associated data and all surveys and results will be permanently deleted | Designated eu-LISA staff members; EUSurvey operation team and Infrastructure administrators. | N/A | | |
| 116 | 05/12/2020 | 26/11/2020 | | Governance and Capabilities Unit | **Member States Course Evaluation Questionnaire Withdrawn, replaced by 05/10/2021** | Processing of personal data is necessary for the purpose of post-training evaluation in order to measure the satisfaction and impact of eu-LISA training activities addressed to the Member States and to identify the shortcomings and lessons learnt for each training. In order to collect the evaluation from the training participants, eu-LISA is using the following tools:<br>- eu-LISA LMS Platform<br>- Word-document based forms<br>- EUSurvey.<br><br>In order to participate in the survey, the training participants receive an email, or an ecourse notification, sent by eu-LISA training team to the email address provided by the participants during the training course registration. The message includes the link to the online survey, or a word document based survey form. | eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Contractors of eu-LISA providing goods and services, Stakeholders of eu-LISA, including Member States representatives and Contractors of eu-LISA providing goods and services. | Name, contact details and affiliation, Details on education, expertise, profession of the person ; Organisation, Position, Function, Country ; Telephone Number and Email | N/A | DG DIGIT, the Directorate-General for Informatics of the European Commission | Data is archived after necessary reporting is provided (Annual reporting on training activities). Government due Diligence Unit this keeps the personal data for 5 years for reporting, budget and audit related reasons. | Line managers of the data subject. | N/A | | |
| 115 | 05/11/2020 | 20/11/2020 | | Corporate Services Unit | **Enrollment for Qualified Digital Signature Withdrawn, replaced by 09/03/2022** | The purpose of this processing activity is ensuring that eu-LIEA's operational processes (e.g. signature of documents) can be performed while working remotely, with the help of qualified digital certificates for electronic signature.<br><br>The reason of data processing by ICT Services at eu-LIEA level is facilitating the enrolment process for certificate issuance. The reason of data processing at the level of the provider (data processor) is generated by the specific regulatory framework of entities acting as Certification Authority / Certificate Services Provider | eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts) | Name, identity document number, e-mail address, mobile Number, position in agency's Organizational Chart. The set of data is sent as described before in and encrypted digitally signed document with the password sent by SMS to a mobile number given by provider. | N/A | DigitalSign Certificadora Digital S.A (DigitalSign) | The whole set of personal data is kept only during the process of enrolment, after this, just the name of the certificate holder is kept for audit trail purpose of this enrolment activity for a period of 5 years starting with the certificate issuance date. One certificate is valid for 12 months. | Designated eu-LIEA staff members and DigitalSign Portugal designated staff for the enrolment process that will have to identify the certificate users based on their identification ID and using the mobile smartphone application. | N/A | | |
| 114 | 05/10/2020 | 18/11/2020 | | Governance and Capabilities Unit | **Industry Roundtable Event** | The Industry Roundtable event management usually includes the following purposes:<br>- processing registration and participation requests;<br>- event reporting including taking photos and audio-video recordings and their possible distribution and publication;<br>- processing of contact details for communication purposes linked to the current event and for invitations to future similar events;<br>- when the event is organised on one of its sites, for the purpose of access control to the event. | eu-LISA statutory staff, Stakeholders of eu-LISA, including Member States representatives; Contractors of eu-LISA providing goods and services; the general public, including visitors, correspondents, enquirers; Participants to the event, Member State experts; Representatives of industry; Staff of other EU Agencies and Institutions; Agency stakeholders and Public and third sector organisations. | - Contact data: title, first name, last name, organisation, email address, job title, country<br>- Photos, video recording, sound recording and web-streaming where event participants and/or speakers appear.<br>- When the event is organised on one of the Agency sites, for the purpose of access control to the event: first and last name; organisation; birth date; nationality; type, number and validity of an official identification document (passport, ID card) are collected prior to their arrival. | Adria Congrex | Event Media CIU F.A. Incentive | Time limit on data retention has been defined as 12 months for data storage in the Agency's shared drives and external contractor's.<br>The respective time limits for data retention have been defined to ensure that:<br>1) the data is stored on the online platform for a sufficient amount of time to allow the necessary activities to take place (e.g. analysis, download). Personal data details will be deleted after one year of the event celebration.<br>2) the Agency, in line with its MoU with the host country, may use the data for purposes of the preparation for the future events organised by the Agency. In order to confirm the data retention for future events, contact participants are requested consent when filling the registration form for attendance.<br>Upon the end of the 12-month data retention period for the Agency's shared drives, representative of the data controller will manually delete the data stored in the Agency's shared drives. | Designated eu-LISA staff members; External service provider supporting the organisation of the event; Participants at the events: limited to contact details, if participants have consented; A wider public if it is provided that personal data is to be published on eu-LISA controlled websites or Social Media channels; Contractors or security staff, if the event takes place in eu-LISA premises, limited only to the data necessary to access the premises. | Cisco Webex shares Registration Information, Host Information, and/or Usage Information with service providers, contractors or authorized third parties to assist in providing and improving the Service. The data shared may include aggregate statistics, de-identified, or pseudonymized data. All sharing of information is carried out consistent with the Cisco Privacy Statement and with third-party service providers that can provide the same level of data protection and information security provided by Cisco. | | |
| 113 | 06/09/2020 | 30/09/2020 | 30/09/2020 | Governance and Capabilities Unit | **Training Needs Assessment (TNA) for the Member States Withdrawn, replaced by 05/10/2021** | The purpose of the processing of personal data is to evaluate the Member States' training needs on yearly basis. Data is collected by the controller through a questionnaire by using EuSurvey web tool. EuSurvey is a web based application managed by the Directorate-General for Informatics of the European Commission known as "DIGIT". The Service offered is subject to the acceptance of the terms of service as well as all other operating rules, policies and procedures that may be published at any time. | eu-LISA statutory staff, Stakeholders of eu-LISA, including Member States representatives | Name, contact details and affiliation; Details on education, expertise, profession of the person; Connection data (IP address, logs, etc.); Cookies via Europa Analytics; | N/A | Directorate-General for Informatics (DIGIT) of the European Commission, as manager of the application EUSurvey. | For the survey respondents: Data from EuSurvey is stored for 2 weeks after receiving respondents' participation in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EuSurvey by the survey owner. After completing the exercise, data from EuSurvey is transferred to eu-LIEA's data center and manually deleted after 1 year (until in the next TNA cycle).Third-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months.<br>For the survey owner: As long as the user is an EU staff member, the user account remains active and personal data is therefore retained. However, users can, at any time, ask the EUSurvey team to terminate the account if they no longer wish to use the service. In this case, the user account, all associated data and all surveys and results will be permanently deleted. | Line managers of the data subject; Designated eu-LISA staff members and EUSurvey operation team and Infrastructure administrators. | None | | |
| 112 | 05/08/2020 | 22/07/2020 | 25/02/2021 | Security Unit | **Masks Distribution** | As part response to the coronavirus (COVID-19) infection in 2020, specific requirements and recommendations have been issued by the national authorities of the countries where eu-LISA performs activities. One of the requirements is the use of masks in case a specific interpersonal distance (1.5-2m depending on the country) cannot be respected at work. In order to implement these requirements the agency has purchased masks and requested all persons on site to wear the masks in case that the interpersonal distance cannot be respected. The distribution of masks is recorded on a weekly basis by the Security Unit for keeping register of masks availability, allow monitoring and addressing any complains on the proper process implementation. | Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Contractors of eu-LISA providing goods and services; The general public, including visitors, correspondents, enquirers | Name, contact details and affiliation, Signature | N/A | N/A | 60 days since collection | The data can be shared with the Task Force for statistical purposes and to check if all persons present on site have properly received the allocated number of masks or to address any possible complains. | None | | |

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| 111 | 000/7/2020 | 08/06/2020 | 09/06/2020 | Corporate Service Unit | **Mobile Devices Management** | The purpose of the Mobile Devices Management (MDM) is to secure and manage mobile devices at corporate level.<br>MDM software solutions / tools are used for distribution of configuration settings, policies and applications on mobile devices (smartphones and tablets), for corporate and potentially employee-owned (BYOD) devices. The MDM solution allows eu-LISA to maintain control over the mobile assets and implement certain level of security. In addition, the solution provides the capability to control corporate contents (including apps and related data, documents, files etc.).<br>Also, the MDM software solutions are used to secure the corporate email functionality configured on corporate devices | eu-LISA's personnel (i.e. statutory staff, interamurus, interim and SNEs) | Name and contact details such as corporate email address, corporate mobile number, corporate postal address, company and department, country of the premises is processed | N/A | Microsoft | Operational data remain in the cloud (Azure) until deletion. After deletion, they remain for thirty (30) more days. | Within eu-LISA<br>Corporate IT System Admin Team<br>Security Team<br>Outside eu-LISA<br>Microsoft Azure team | None | | |
| 110 | 0006/2020 | 29/06/2020 | 29/06/2020 | Governance and Capabilities Unit | **eu-LISA Events – Call for expression of interest** | To contact individuals in order to provide the necessary logistical information regarding their participation in the event, and to invite persons to submit proposals for events organised by eu-LISA the year following data collection where relevant. | Representatives of industry, public and third sector organisations, as well as private individuals | Contact data: title (optional), first name, last name, function (optional), organisation, email address, phone number (optional).<br>IP address of every server request is collected by DG DIGIT as data processor and owner of the EU Survey platform for security reasons. | N/A | European Commission Directorate-General for Informatics (DIGIT) | 2 weeks for the EU Survey platform and 12 months for data storage in eu-LISA shared drives, as of the last date of data collection announced in the respective questionnaire. | eu-LISA staff, eu-LISA contractors (interamurs), DG DIGIT as data processor does not have access to the information submitted using the online form, however, the IP of every connection is saved for security reasons for every server request. | None | | |
| 109 | 0005/2020 | 25/06/2020 | 16/03/2021 | Enterprise Project Management Office (EPMO) | **Work & Resource Management**<br>**(formerly named 'Planview/ PPM tool')** | Planview products used by eu-LISA are Planview Enterprise One™ and Planview ProjectPlace ™.<br>**Planview Enterprise One ™** is necessary for eu-LISA's business management purposes for the identification, planning, selection and utilisation of resources (staff and interamurs) who are assigned to specific work logged in the system, along with budgetary/ cost information.<br>**Planview ProjectPlace™** is necessary for eu-LISA's business management purposes for the collaboration and exchange of information between resources (staff, interamurs and external users) on specific work related to the workspaces they are assigned to. | Eu-LISA statutory staff , Other individuals working for eu-LISA (consultants, trainees, interims, experts);Stakeholders of eu-LISA including Member States representatives, Contractors of eu-LISA providing goods and services | Name, contact details and affiliation,e-Communication and/or connexion data, eu-LISA internal and users (statutory staff/ SNE/ Interim/ Interamurs) like:<br>7 Function details (job title, contract type, Etertied (average) rates, start and end date of service within the Agency, Job title changes).<br>7 Resource capacity information (beginning and end of a task, time allocation of a resource to specific work - standard project, BAU activity or informal project hours spent in each task, overtime, absence hours, status of approval of resources, part time resources capacity).<br>From external users, eu-LISA may process other mandatory personal data in Planview ProjectPlace, like department and company.<br>The data processed in Planview Enterprise One and in Planview ProjectPlace from both internal and external users, only if applicable:<br>7 membership to one or more Project Place workspaces<br>7 comments provided (as reply to project place cards, conversations, or documents)<br>7 ProjectPlace cards assignments (in case card is assigned to a member of ProjectPlace)<br>7 documents updates (name and time stamped) (in case document is reviewed by a member of ProjectPlace)<br>**Non-mandatory personal data**: Workload status; Image; Title; Capacity (capacity in hours and minutes per week); About me (free text field); Personal contact formation, as follows: work phone, mobile phone (if different from the primary one provided for authentication), e-mail (different from the primary one provided), address, city, post code/ zip; Organisation; Meetings attendance.<br>Planview uses cookies | N/A | Insight Technology Solutions Belgium Inc., Planview International AB as a sub-processor | 7 eu-LISA will keep Planview users' personal data on the related work activity for 7 years after project closure, based on the MFF planning cycle and within the contractual agreement with Planview;<br>7 Secure/backups of content is deleted after ninety (90) days.<br>7 Operational logs of the service (e.g. user access logs) are kept for 365 days before deleting.<br>7 Planview will keep the users' personal information for the duration of the specific commercial contract between Planview & eu-LISA. Upon expiry, all data from Planview products is deleted at the most thirty (30) days adjacent to the termination of a contract. | Line managers of the data subject; Designated eu-LISA staff members; Other recipients:<br>7 All eu-LISA non-staff members, as well as external end users (contractors or member state representatives) as identified in point 3.1; may be recipients of Project/Place information, for the purposes listed in section 2.2;<br>7 eu-LISA internal members (staff and interamurs) may be recipients to Planview Enterprise One personal data, for the purposes listed in section 2.2;<br>7 Planview Technical Team have access to personal data in Planview products in order to ensure administration and maintenance. | Planview is a cloud-based platform which, generally, processes personal data only within the territory of the European Union and the European Economic Area.<br>Some categories of personal data may be processed outside of EEA in the U.S and UK (e.g.- users' log-ins and contact information, like email address) for the purpose of administration and maintenance of Planview platform and ensuring customer support and training needs to eu-LISA users.<br>Standard Contractual Clauses apply. | | |
| 108 | 0004/2020 | 06/04/2020 | 03/03/2021 | Security Unit | **COVID-19 - Manual contract tracing**<br>**(formerly named 'COVID-19 health data')** | To verify the staff fitness to work according to the applicable legal and statutory obligations, implement policies to promote staff health and wellbeing, reduce the risk of infection in its premises, to protect the health of its staff and to provide adequate follow up. To address national requirements in order to prevent and control the COVID-19 outbreak, health related data can be shared with the national competent authorities (public health authorities, border crossing authorities, national authorities in case of access to specific areas of eu-LISA premises where proof of health is required). | eu-LISA staff, SNEs, interim, interamurs, contractors working in eu-LISA sites, visitors to eu-LISA sites | Name, surname, health status related to COVID-19, travel details relevant to risk areas, time of onset on COVID-19 symptoms, list of close contacts with the staff member concerned over a period to be determined on a case-by-case basis after appearance of the first symptoms, result of the test (when the need for testing has been confirmed) | N/A | N/A | Personal data is stored for 14 days to ensure the complete tracing of the contacts of the affected data subject.<br>Following the complete tracing of the contacts of the affected data subject, data will be deleted after an additional retention period of maximum 14 days.<br>(28 days in total) | **Internal:** eu-LISA personnel with the need to know to trace the possible spread of the virus and contain (line manager, Task Force members, relevant delegated officer)<br>**External:** contact points of the contracting companies who's employees might be affected, competent national authorities (e.g. border authorities, public health authority) | None | | |
| 107 | 0003/2020 | 06/04/2020 | 25/02/2021 | Security Unit | **COVID-19 Derogatory trip certificates**<br>**( formerly named 'COVID-19 response')** | To limit and manage the outburst of the coronavirus (COVID-19) infection in 2020, specific forms have been issued by the national authorities of some countries where eu-LISA performs activities/requires access in order to perform its activities and needs to be filled in by every person when commuting to work and confirmed by the employer. To address further national requirements and border checks during the outbreak, the agency needs to collect and provide to the competent national authorities travel details of its personnel to the agency sites. | The internal list of signed derogatory forms eu-LISA staff, SNEs, interamurs, contractors (MWO) and other contractors working in eu-LISA sites; List to national authorities: eu-LISA staff and interamurs | Name, contact details and affiliation;Details on education, expertise, profession of the person; Other personal data:<br>7 Name, surname, contact details and affiliation of non-staff members;<br>7 The derogatory certificates contain the following personal data: name, surname, functions, name of employer, date of birth, residence address, place of birth, place of work, signature, nature of work, commuting details (e.g. means of transport) validity period, name, surname and professional phone number of points of contact, date of issue, name of eu-LISA approver, and other data required in the derogation certificate issued by the national authorities.<br>7 The list sent to national authorities contain de following personal data: name, surname. | N/A | N/A | For the period of the legal requirements for the form and additional 6 months afterwards for audit purposes | **For derogatory forms** Internal: eu-LISA staff, who needs to authorise the work commuting and who approve and sign the derogatory documents;<br>External: the certificate holder. Upon request, the certificate will be made available to the appointed staff of the competent national authorities (e.g. Border authorities, police authorities, etc.). **List for national authorities** External recipient: the appointed staff of the competent national authorities (e.g. Prefecture of Strasbourg) | None | | |
| 106 | 0002/2020 | 27/02/2020 | 27/02/2020 | Security Unit | **Cyber Exercise Platform** | To register participants in the CEP (Cyber Exercise Platform) for the effective management ofthe exercise, as well as the overall conduction of the exercise and analysis of relevant results | Participants from eu-LISA, EU Member States and concerning parties, including the European Commission | Not-contact data: name, surname, business function*, affiliation*, sector, business address*,country, phone number(s), fax number*, e-mail information, photo* and business website*(*denotes optional data). 7) Exercise-related data: while participating in different exercise projects a user may produce data in the platform related to these projects, for example data related to his or her knowledge, opinion or analysis in the field of information security or data related to the evaluation of a specific exercise project, e.g. by filling in relevant evaluation surveys, quizzes, reports etc. This data is optional.<br>7) Platform logging and monitoring data: events and actions in the CEP are logged and monitored for performance and security reasons, such events may include participants' successful log-in/logout, failed log-in attempts, etc. | ENISA | N/A | Up to 6 months after the finalisation of the evaluation report of the last exercise project that a user participates in. Backup data may be kept for a maximum of 2 years after the planned execution of the exercise for security reasons | Security Unit of eu-LISA, ENISA | None | | |
| 105 | 0001/2020 | 31/01/2020 | 31/01/2020 | Security Unit | **Teambuilding exercise** *Finished | To generate subjects Personal Profile, and to provide a copy to them as part of a workshop or debriefing facilitated by an accredited Insights Discovery Practitioner; and to provide the Security Unit with "Colour Dynamics" and "Wheel Position", and to generate a "Team Wheel" showing where the Wheel positions colleagues in relation to each other. | All staff and interamurs working for the Security Unit, who have given their consent | First name and family name, entity, email address, gender, unique personal profile, IP address. | N/A | Insights | Up to 6 months | Insights or an Insights-branded regional office; an independent licensed Distributor; or eu-LISA | None | | |
| 104 | 0006/2019 | 12/12/2019 | 30/06/2021 | Finance and Procurement Unit | **Public procurement procedures** | Management and administration of procurement procedures by eu-LISA | eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts); Contractors of eu-LISA providing goods and services; Natural persons affiliated, irrespective of legal capacity, with the tenderers/candidates, its staff and subcontractors, and/or whose data is required by the procurement procedure. | Identification data, name (first name, surname), date of birth, ID number, passport number, signature, country of residence, nationality, gender, function/position of natural persons affiliated with the tenderer.<br>Contact details: email address, business and mobile telephone number, official postal address, country of residence, website;<br>Financial data: bank account reference (IBAN and BIC codes), VAT number, national registration number, balance sheets;<br>Information relating to eligibility and exclusion and selection criteria: proof of security clearance, certificates of good conduct, certificates for social security contributions and taxes paid, extracts from judicial records, chamber of commerce extracts, expertise, personal skills and competences (e.g. technical skills, languages), educational background (e.g. diplomas, certificates), professional experience (e.g. curricula vitae, professional references) including details on current and past employment. | European Commission DG BUDGET manages ABAC is the owner of the accounting application set up by the Commission, to monitor the execution of its budget and to prepare its accounts. DG DIGIT: DIGIT-SYSPER2@ec.europa.eu) implements the application and the accounting IT tool ABAC | European Commission (when specifically provided in an SLA: DG DIGIT as data processor provided by the EC such as ABAC or ARES). | All files relating to the Agency's procurement procedures, including personal data, are to be retained within the procurement offices until the procedure is finalised, and in the archives for a period of up to 10 years following the execution of the last payment made under the related contract.<br>Extracts from judicial records, as part of the procurement file, are to be kept for a maximum of 10 years following the execution of the last payment made under the related contract. | eu-LISA Staff, authorised finance and procurement staff members, members of opening and evaluation committees, Responsible authorising officer and the staff entrusted with ex-ante controls, Legal officer, Internal audit capability, Accounting Officer.<br>Recipients and procedures: on an exceptional basis and under strict supervision and limitations, when specialised expertise is not available within eu-LISA;<br>Bodies and institutions in charge of monitoring, audit or inspections tasks (e.g. the Commission's Internal Audit Services (IAS), European Court of Auditors (ECA), European Ombudsman (EO), European Court of Justice (ECJ), European Data Protection Supervisor (EDPS), European Public Prosecutor Office (EPPO), European Anti-Fraud Office (OLAF);<br>The European Commission as the manager of specific IT tools used by eu-LISA for the conduct of procurement procedures and contract management (ABAC, ARES, e-Tendering, eNotices, eSubmission); Other EU/MS/Life in the case of joint procurement procedures.<br>Information on the outcome of procurement procedures (except for very low value contracts i.e. below 15.000,00 EUR). The information will concern in particular the name of the contractor, subject matter of the contract and the amount awarded. It will be published in supplement S of the Official Journal of | None | | |
| 103 | 0005/2019 | 14/10/2019 | 14/10/2019 | Human Resources Unit | **Teambuilding exercise** *Finished | To generate the Personal Profile, and to provide a copy to the individual as part of a workshop or debriefing facilitated by an accredited Insights Discovery Practitioner; to provide the Management Committee (MC) with a "Colour Dynamics" and "Wheel Position", and to generate a "Team Wheel" showing where the Wheel Positions of the MC sit in relation to each other. | eu-LISA Management Team(MC), functions reporting to the ED. | First name and family name, entity, email address, gender, unique personal profile, IP address. | N/A | Churchill Square, Insights | Up to 6 months | Insights or an Insights-branded regional office; an independent licensed Distributor; or eu-LISA | None | | |
| 102 | 0004/2019 | 23/04/2019 | | Human Resources Unit | **Outside activity permission** | Avoiding outside activity or assignment that would interfere with the performance of the staff member's duties or which are incompatible with the interests of the Agency. | Staff members of eu-LISA | Name, position, name and location of the organisation for which the outside activity is requested, other relevant information facilitating evaluation of the compatibility of the outside activity with the interests of the Agency | N/A | N/A | 5 years from the end date of the outside activity | Persons and bodies identified in the Implementing Rules and in the request form ("Note to the ED") | None | | |
| 101 | 0003/2019 | 05/04/2019 | 23/11/2020 | General Coordination Unit | **eu-LISA Internal Events** | Processing of personal data in the context of internal events and for internal communication purposes. Data processing is intended to improve the professional and personal exchanges of information between all the staff of eu-LISA. The publication of images on eu-LISA approved corporate internal communication platforms, channels and outlets taken at in-house events helps to share internal information, to improve communication and visibility and to enhance team spirit and belongingness within eu-LISA. | eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts); Contractors of eu-LISA providing goods and services ; Family members of staff (Only in case of | Name, contact details and affiliation; Details of education, expertise, profession of the person and if Photos, video recording, sound recording where staff participants appear are taken by eu-LISA staff or by contractors on behalf of eu-LISA, with prior authorisation or announcement during the event and published (including controlled websites) in the context of the event and in the framework of the eu-LISA's activities. Provisions are taken to allow objection by the data subject. | N/A | Adria Congres SRL Pomlo-Blunn-SRI | The audio/video recordings of internal events, such as staff assemblies, will be kept accessible for staff for 2 years in order to effectively inform the staff on change management, core business and administrative matters and transparent decision making. Any recording that is not relevant for making available to staff for post hearing/viewing will be deleted after their use (e.g for drafting minutes).<br>Photographs and videos related to life and mandate of the Agency will be kept accessible for staff for 5 years for the purposes of preserving the historical memory of the Agency.<br>PowerPoint presentations highlighting the newcomers will be deleted after their use on approved internal communication channels and outlets (screens).<br>'Newcomer' s introduction and photo published in the newsletter, as well as the archive of the published editions of the weekly internal newsletter, will be kept for the purposes of preserving the historical memory of the Agency for 5 years. | Designated eu-LISA staff members; all users in the eu-LISA mailing list for newsletters; all users of eu-LISA intranet; contractors providing services for the event organisation: photos, videos (limited to list of participants) and security staff (limited to list of participants). | None | | |
| 100 | 0002/2019 | 15/02/2019 | 23/11/2020 | General Coordination Unit | **eu-LISA External Events (no-eu-LISA events management)** | Registration of personal data in the context of the management of conferences / roundtables / meetings / workshops / information days / events / seminars and other events organised by eu-LISA and of contact details of individuals participating in the events. The external event management usually includes the following processes:<br>- processing invitations and participation requests;<br>- management of dietarian preferences, if applicable; | eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts); Stakeholders of eu-LISA including Member States representatives; Contractors of eu-LISA providing goods and services and the | Photos, video recording, sound recording and web-streaming where event participants and/or speakers appear are taken by Eu-LISA staff or by contractors on behalf of Eu-LISA, with prior authorisation or announcement during the event and published (including controlled websites and Social Media) in the context of the event and in the framework of the eu-LISA's activities. Provisions are taken to allow objection by the data subject.<br>Contact details to register in events:<br>The final list of participants will be deleted after the final report and invoice is paid, for the purpose of verification of numbers and costs unless the participants had given their consent that they may be used by eu-LISA to invite them to future similar events and activities.<br>For the purpose of reimbursement of travel and/or accommodation expenses to speakers that have made their own bookings, financial details are collected by the organisator.<br>Photos, video recording, sound recording and web-streaming:<br>Raw/ unedits of events, when not for publication, will be deleted after the final report of the event is delivered, but no longer than 6 months after the end of the event | N/A | Adria Congres SRL | Contact details to register in events:<br>The final list of participants will be deleted after the final report and invoice is paid, for the purpose of verification of numbers and costs unless the participants had given their consent that they may be used by eu-LISA to invite them to future similar events and activities.<br>Photos, video recording, sound recording and web-streaming:<br>Raw/ unedits of events, when not for publication, will be deleted after the final report of the event is delivered, but no longer than 6 months after the end of the event | Designated eu-LISA staff members; contractors providing services for the event organisation: photos, videos and catering; contractors or security staff, if the event takes place in eu-LISA premises, limited only to the data necessary to access the premises; participants at the events: limited to contact details, if participants have consented; a wider public if it is provided that personal data is to be published on eu-LISA controlled websites or Social Media channels<br>Auditors in charge of a monitoring or inspection task in accordance with the EU legislation.<br>Third parts IT tools, including Social Media, in order to inform about and promote the events unless may be also contacted by one of our social media pages. | None | | |
| 99 | 0001/2019 | 24/01/2019 | | Human Resources Unit | **Uploading information to the Planning IT Tool** | To comply with the legal obligation on planning and updating plans for the activities and projects of the Agency | All staff members and the SNEs | Surname, allocation to the organisational entity, title of the post and type of contract | N/A | N/A | 1 year after the adoption of the establishment plan for the year indicated in the planning | Managers at eu-LISA, authorised members of the Corporate Services Unit and all staff members who are authorized to use the planning IT tool and contribute to the planning process | None | | |
| 98 | 0016/2018 | 30/10/2018 | 18/03/2022 | System Operations Unit | **IT Service Management Tool (formerly named "eu-LISA ITSM Tool SMIT")** | For managing incidents, problems, and related changes, and standard requests for all the core business systems concerning the Largescale IT systems as external IT support to Member States | eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts); Stakeholders of eu-LISA, including Member States representatives, Contractors of eu-LISA providing goods and services | First name, family name, office e-mail address, office phone number, Service manager ID, e-Communication and/or connection data | N/A | Microfocus | Until the respective account is active in SMR, after deactivating, 2 years for audit purposes | Designated eu-LISA staff members, Contractors | None | | |
| 97 | 0015/2018 | 26/10/2018 | | Staff Committee | **SC survey to select points of interest for eu-LISA staff members** | To identify the topics of high interest for staff members that the Staff Committee has to focus on and handle with high priority | Staff members, contractors, experts, Members of Advisory Groups | Work email | N/A | N/A | 3 months | Staff committee, HR | None | | |
| 96 | 0014/2018 | 22/10/2018 | | Applications Management and Maintenance | **EES Implementation Status survey** | To identify and thus recognise individual MS representants who update the current status of preparation for EES project ISO | MS representatives | The MS work email point of contact | N/A | N/A | Email addresses will be collected and stored in a restricted folder in H: in a password protected file for aperiod of 2 years after the close of voting | The ones responsible and with the need-to-know purpose to manage the EES implementation status. | None | | |
| 95 | 0013/2018 | 22/10/2018 | | Security Unit | **Security suite McAfee** | Monitoring for malware, intrusion and Data Loss Prevention related information on eu-LISA corporate computers and servers (Security Unit); monitoring and maintaining McAfee ecosystem solutions, including e-PO, Endpoint Security, VSE, web control etc (CSS). | All personnel (Staff, interamurs, interim, SNEs) using a corporate laptops and servers. | Username, hostname and other data, including the hostname, malicious file path, attached external device, the time and date, are logged in the central console. Malware alerts are sent to the information security staff and some CSS personnel via email. | N/A | N/A | 1 year | Staff members and contractors of the Security Unit tasked with information security, Staff members and contractors of the Corporate Sector, tasked with the configuration and maintenance of the McAfee suite, to the extect necessary to perform their tasks | None | | |
| 94 | 0012/2018 | 19/09/2018 | 03/06/2021 | DPO | **eu-LISA DPO mobile app** | To share knowledge, disseminate news and best practices among the eu-LISA stakeholders and any other person interested in data protection at eu-LISA. | The general public, including visitors, correspondents, enquirers; - Users of the eu-LISA DPO mobile app. | e-Communication and/or connexion data; - Users' clients data of the internet connection to the app stores. | "Google Play" app store "Apple Store" app store | N/A | For the time the app is active in the stores without prejudice of retention periods aligned by the APP Stores, that can be found in their own Privacy policies. | Designated eu-LISA staff members:<br>- DPO is only recipient of anonymised statistics on the number of users of the app.<br>- Other recipients: App Stores. | None | | |
| 93 | 0011/2018 | 06/08/2018 | | Security Unit | **Registration of Tallinn HQ Visitors** | Authorise, record and monitor the access of visitors to the premises of eu-LISA | Visitors that are invited to come to the premises of eu-LISA | The recordsfoge of entries and exits of the badge, name, surname, ID document number | N/A | Security services providers in premise | For 60 days from the recording | Security Unit personnel and security services providers in premise | None | | |
| 92 | 0010/2018 | 16/07/2018 | | Security Unit | **Access to Tallinn premises** | Authorise the access rights, record and monitor the use of each access cardtoken distributed to eu-LISA staff and the authorised contractors to access the eu-LISA premises | Staff members and any other person performing regular (each day) tasks inside eu-LISA premises | The recordsfoge of entries and exits of all badges associated with the data subject | N/A | Security services providers in premise | For 60 days from the recording | Security Unit personnel and security services providers in premise | None | | |
| 91 | 0009/2018 | 01/06/2018 | 01/07/2020 | Security Unit | **Personal Security Clearance - Contractors** | Ensuring that eu-LISA contractors and subcontractors fulfil the contract security requirements, including but not limited to security clearance related processes, background checks (e.g.: criminal records); proven identity and signatures of non-disclosure agreements and declarations of confidentiality. | Contractors and subcontractors, including MWO, interamurs and extramurs contractors | Full names, dates of birth, place of birth, citizenships, dates of starting and ending to work on the execution of eu-LISA contracts, profile/position name, unit and sector in which work is to be performed, contract number and name, the contract owner from eu-LISA, if provided, the PSC certificate, the level of PSC needed, PSC status, date of expiration of PSC, if provided, the criminal records certificate, if provided, the signed NDA/declaration of confidentiality, if provided, the identity document.<br>If provided for proving the fulfilment of the security requirements, the specific documentation certifying proof of completion is stored accordingly (copies of the PSC certificates / documentation stating the initiation of the PSC process, copies of the criminal records certificates, copies of the national IDs/passports, copies of<br>the signed NDAs/declarations of confidentiality). | N/A | N/A | Data is stored for the entire period the data subjects involvement in the execution of eu-LISA contracts, in order to guarantee their access need during the whole period of the contract execution. The data are stored for one additional year from the moment the data subjects stop working in the Agency, in case any security incidents are discovered or for specific security related risks. | **Internal recipients:**<br>- eu-LISA Security Unit's personnel<br>- eu-LISA contract owners for the contract they manage (only the information about the status of the security requirements).<br>**External recipients:**<br>- Austrian authorities hosting eu-LISA's back-up site, for the representatives of eu-LISA contractors/subcontractors needing to access the back-up site (copies of the PSC certificates and other documentation, copies of the national ID documents/passports)<br>- eu-LISA MS NSAs, whenever they request eu-LISA to confirm the need for starting the PSC process, or when the contractors/subcontractors request eu-LISA to sponsor their request to start the PSC process for their representatives, or whenever eu-LISA needs to have confirmation for the validity of the PSC certificates priory issued, or for the initiation of the PSC process for those persons. | None | | |

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| 90 | 0908/2018 | 01/06/2018 | 09/11/2022 | Security Unit | **Personnel Security Clearance (PSC) – eu-LISA personnel**<br>**(formerly named "Personnel Security Clearance - Staff")** | Personal data is being processed for the security purpose of ensuring that all the concerned eu-LISA personnel is cleared accordingly to the range of their tasks and responsibilities, including the need of accessing certain classified information of a specific classification level or certain specific secured areas. Specific eu-LISA staff members, contractors, temporary agents, contractual agents, SNEs, interns) may need a PSC for:<br>i) level EU Confidential,<br>ii) EU Secret, or<br>iii) EU TOP SECRET,<br>in order to perform their jobs in the Agency.<br>Such internal controls aim at preventing the access to the Agency's premises (secured areas) and assets, of those individuals who, in the light of their background, particularly criminal history, may constitute a threat to the Agency, in accordance with the legal framework. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts) | Name, contact details and affiliation<br>Staff identification number (ID number)<br>Personal identification numbers, information of the person<br>The evidence contains the following data: name, surname, date of birth (Date/Month/Year), place of birth, nationality(ies), mother tongue, gender, level of<br>PSC needed, PSC status, dates of expiration, employment details:<br>o dates of starting to work for eu-LISA<br>o duration of the contract<br>o personnel category<br>o position<br>o profile<br>o and,<br>o personnel number<br>o place of work. | N/A | N/A | Data is stored for the entire period of the data subjects employment in eu-LISA, as long as they need to possess a PSC in order to fulfil their tasks and responsibilities, in order to guarantee their access during the whole period of the contract execution.<br>Data is stored for one additional year from the moment the data subjects stop working in the Agency, in case any security incidents are discovered, or for running specific security risks assessments.<br>Data retention is based on the requirements of article 11 of the Decision of Management Board no 2723/2019 on the security rules for protecting EU classified information in eu-LISA. | eu-LISA Security Unit's personnel<br>European Commission's - Directorate of Security.<br>Auction authorities hosting eu-LISA's backup site, for the eu-LISA personnel needing to access the back-up site.<br>Other EU bodies and institutions organising specific events which eu-LISA's personnel needs to attend and provide a proof of their PSC (e.g.:<br>for participating in the activities organised by specific committees of EU Council, or as part of the Schengen activities, etc.). | None | | |
| 89 | 0907/2018 | 23/07/2018 | 01/09/2022 | Executive director | **Whistleblowing** | The purpose of the processing is to enable eu-LISA staff to report concerns about fraud, corruption or other serious wrongdoing and irregularities in accordance with the eu-LISA decision on eu-LISA whistleblowing rules and procedures, and to manage and follow up on reports made in this context, while ensuring the necessary protection to whistle-blowers in line with the Guidelines on processing personal information within the whistleblowing procedure issued by the European Data Protection Supervisor on 17.12.2019 (Guidelines on processing personal information within a whistleblowing procedure) | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives.<br>Contractors of eu-LISA providing goods and services<br>The general public, including visitors, correspondents, enquirers<br>Any person who submits a Witnesses, whistle-blower, alleged wrong-doer(s), any other persons quoted in the file. | Name, contact details and affiliation<br>e-Communication and/or connexion data<br>Personal identification numbers<br>Image, audio<br>Details on education, expertise, profession of the person<br>Economic and financial details<br>Family, lifestyle and social circumstances<br>Goods and services the person provides<br>Location data<br>Other personal information about the categories of persons mentioned above, such as gender, age, name of line manager, hiring date, contractual category and grade, organisational entity.<br>Data which enables the persons involved in whistleblowing process to be identified.<br>E-mails or other type of communications exchanged by the affected individuals.<br>Statements of an alleged wrong-doer, witnesses and a whistle-blower.<br>Information on the behaviour of persons mentioned in the file, during the<br>intervention by a staff member (temporary and contract agents), Seconded National Experts, external service providers, and/or witnesses.<br>Depending on the subject and issue being whistle-blown, special categories of data may appear in an ad-hoc basis in the context of a whistleblowing report and may be processed during the investigation. Personal data relating to any person implicated in a whistleblowing report might be processed, including potentially data on suspected offenses, offenses, criminal convictions and security measures, as well as data on professional conduct and behaviour.<br>o Any information that is not clearly of interest or relevance to the allegations will be immediately deleted and not further processed. | N/A | N/A | Fire sent to OLAF: Data retained until a final decision is made by OLAF on opening or closing of an inquiry<br>Files which do not lead to the opening of an inquiry: Data destroyed as soon as the OLAF decision is received<br>Files received from OLAF on the basis of which an administrative inquiry or disciplinary procedure are opened:Kept in line with the retention periods foreseen for those files (administrative inquiry or disciplinary procedure | Line managers of the data subject<br>Designated eu-LISA staff members<br>Whistleblowing complaints include specific persons within eu-LISA (Heads of Unit, the Executive Director) to whom a whistleblowing report is submitted. They may also involve other persons within eu-LISA who are directly or indirectly implicated in a whistleblowing case.<br>o External recipients include primarily OLAF. In some cases, a whistleblowing report might need to be transmitted to other recipients, such as judicial authorities, in the course of a disciplinary or other procedure, [e.g. the Commission's Internal Audit Services (IAS), European Court of Auditors (ECA), European Data Protection Supervisor (EDPS), European Public Prosecutor Office (EPPO)] | None | | |
| 88 | 0906/2018 | 22/06/2018 | | Human Resources Unit | **Staff committee Election Board** | For the election of a Staff Committee of eu-LISA | eu-LISA staff members | Staff member's name, surname, category: TA,AD, TA,AST,CA, SNE, interim; place of work :TLL,STR, BRU. | N/A | N/A | By 18 Oct 2014 | Election Board | None | | |
| 87 | 0905/2018 | 01/03/2018 | 21/09/2021 | Security Unit | **Acceptable use Policy forms, collecting the agreement from the users** | The purpose of processing personal data as part of the eu-LISA Acceptable Use Policy (AUP) operation is to keep evidence of eu-LISA's personnel becoming aware of and acknowledging the provisions of the AUP in order to ensure that the Agency ICT services are used in an appropriate, acceptable and authorised way by the Agency personnel. The AUP and its addenda describe the ways in which the personnel ought to make use of any tools, equipment, tangible and intangible assets provided by the Agency and thus so as to avoid compromising its own security. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Contractors of eu-LISA providing goods and services<br>Other persons (including temporary and contractual agents), SNEs, interns and contractors [Intramuros or other category of contractors receiving and using tangible and intangible ICT equipment or assets belonging to the Agency] | Name, contact details and affiliation<br>e-Communication and/or connexion data | N/A | N/A | The data is being stored for the entire time of the employment of the data subjects at eu-LISA,plus an additional 3 months thereafter. | Designated eu-LISA staff members<br>- Security Unit personnel | None | | |
| 86 | 0904/2018 | 01/06/2018 | | Human Resources Unit | **e-Recruitment - for managing the recruitment process in an electronic form** | To establish reserve list and fill in the vacant post within eu-LISA | Candidates | Identification data, contact details, career data, spoken languages, criminal record, medical data | N/A | N/A | For applications received, but not selected: the paper dossiers are filed and stored in archives for 2 years after which time they are destroyed; for applicants placed on a reserve list, but not recruited: data is kept for the period of validity of the reserve list + 1 year after which time it is destroyed; for recruited applicants: data is kept for a period of 10 years as of the termination of employment or as of the last pension payment after which time it is destroyed. | HRTU, the Selection Committee members, and, if necessary, to the Executive Director, Security and/or Legal Officer of eu-LISA | None | | |
| 85 | 0903/2018 | 14/05/2018 | 04/06/2021 | Executive director, Corporate Services Department, Legal Sector | **Processing personal data in the context of complaints under Article 90(2) of the Staff Regulations and other situations of complaints and litigation**<br>**(formerly named 'Handling Art90 Complaints')** | The purpose of the processing operation is to handle the complaints under Article 90(2) of the Staff Regulations (SR) addressed by a staff member to the Authority Entitled to Conclude Contracts of Employment (AECE) of eu-LISA (i.e. Executive Director), by applicants involved in recruitment procedures and by any individual who considers him or herself negatively affected by decisions of the Agency. | EU-LISA statutory staff: Other individuals working for eu-LISA (consultants, trainees, interims, experts); Contractors of eu-LISA providing goods and services; Other categories of data subjects:<br>• Former staff members of eu-LISA;<br>• Natural persons affiliated, irrespective of legal capacity, with the contractors/candidates, its staff and subcontractors, of a procurement procedure;<br>• Natural persons affiliated, irrespective of legal capacity, with the contractors of eu-LISA;<br>• Third parties mentioned in or connected to the complaints under Article 90(2) of the SR;<br>• Applicants involved in recruitment procedures. | Name, contact details and affiliation; Personal identification numbers; Personal identification numbers; Image, audio; Details on education, expertise, profession of the person; Economic and financial details, Family, lifestyle and social circumstances; Goods and services the person provides; Other personal data:<br>- Other basic personal information about the categories of persons mentioned above, such as gender, age, name of line manager, hiring date, contractual category and grade, organisational entity function et eu-LISA (if applicable); function/position of authorised legal representative of a natural or legal person;<br>- Information relating to eligibility, exclusion and selection criteria related to the specific procurement or recruitment procedure, such as proof of security clearance, extracts from judicial records, educational background, professional experience;<br>- Information relating to complaints and administrative inquiries under Article 90(2) of the Staff Regulations or other complaint (e.g. European Ombudsmen), or lodging of an application in the national/EU courts, to be identified;<br>-Allegations, declarations or other information provided by the staff member/other individual in his/her complaint in order to assess the claim;<br>-Allegations, declarations or other information provided by the individual in his/her application lodged in front of national/EU courts | N/A | DG HR Unit E.2<br>law firm Arkural LLP<br>law firm Meridian AARPI | For complaints under Article 90(2) of the SR and other situations of complaints:<br>• at eu-LISA: Fifteen (15) years, unless otherwise indicated<br>• at external level: Six (6) months, unless otherwise indicated in the service contract/SLA<br>For litigation:<br>• at eu-LISA: Five (5) years, unless otherwise indicated<br>• at external level: Six (6) months, unless otherwise indicated in the service contract/SLA | Line managers of the data subject: Designated eu-LISA staff members ; Other recipients:<br>Within eu-LISA:<br>-Executive Director; Executive Director Office and the staff member responsible for the complaints handling, namely Legal Sector, Head of Corporate Services Department, Head of Human Resources Unit (HRU). Data may also be disclosed to a restricted number of staff, such as the Deputy Executive Director, HRU, Data Protection Officer and Line Manager on a need to know basis.<br>Outside eu-LISA:<br>-If assistance from DG HR is required, Head of Unit of DG HR.E.2 and the authorised staff of that Unit;<br>- If assistance from Arkural LLP is required, the contact person in this law firm and the authorised staff of this law firm;<br>- If assistance from Meridian AARPI is required, the contact person in this law firm and the authorised staff of this law firm.<br>-Other bodies and institutions in charge of monitoring, audit or inspections tasks | None | | |
| 84 | 0902/2018 | 03/05/2018 | | Human Resources Unit | **Conflict of interest for the staff** | To ensure accordance with the ED Decision on Prevention of conflict of interest (Ares(2018)5487019) and the Guidelines on Prevention and management of conflicts of interests (Ares(2018)5487020) and the prevention and management of potential conflict of interests across eu-LISA in order to sustain the trust and the credibility and therefore the legitimacy of eu-LISA by protecting the integrity of its decisions, avoiding decisions to be compromised by individual, illegitimate interests | eu-LISA staff members and their family members | Name, position, previous and current employments, ownership or other<br>interests/activities/assets including those of family, IPR (intellectual property rights, spouse/partner/dependent family members' current activity and other relevant interest, which might create a<br>conflict of interests in the performance of duties of the declarant. | N/A | N/A | 5 years from the date of submission of the relevant Dot that can be extended for a specific period as long as duly justified | Statutory staff of eu-LISA upon request to the Controller; intra-muros with access to the ARES workflow; external supervisory institutions by request and case by case analysis | None | No | |
| 83 | 0901/2018 | 30/01/2018 | | Resources and Administration Department | **Departure checklist for intramuros** | Monitoring the departure of intramuros (end of Specific Contract or leaving before the end of Specific Contract) in order to retrieve accesses and recover assets if relevant | Service providers working in the premises of eu-LISA (intra-muros) | Identification data, ICT equipment returned | N/A | N/A | 1 year as of the expiration of Specific Contract | CSS, FPU, Security, OiNo OiAs | None | No | |
| 82 | 0016/2017 | 28/07/2017 | 20/04/2022 | Security Unit | **TAN - Tool Alerting Notification** | BC response, alerting and notification | All eu-LISA personnel (staff, Seconded National Experts, interns, contractors) and relevant external stakeholders | First name, last name, business e-mail, phone number (corporate and private), Site of work, Division, Unit, Sector and Staff Membership at eu-LISA | N/A | N/A | Personal information will be retained until the termination of the data subject's employment with eu-LISA or the date of cessation of the service agreement entered into by eu-LISA, whichever is sooner | Security Unit personnel, a point of contact in each team (only data pertinent to that team will be available) | None | No | |
| 81 | 0015/2017 | 31/10/2017 | | Human Resources Unit | **Best colleague election** | To identify and thus recognise individual employees whose contribution to eu-LISA is of exceptional remark by the agency staff themselves | Statutory staff members of eu-LISA and intra-muros | Name, surname, work email | N/A | N/A | 1 month after the vote | Statutory staff members of eu-LISA and intra-muros identified solely by name only as vote recipients | None | No | |
| 80 | 0014/2017 | 30/10/2017 | | Human Resources Unit | **Planning database** | Creation of one database which serves the purpose of providing information for creating and updating the staff and budget planning documents. | Staff members of eu-LISA (Temporary Agents and Contract Agents) and Seconded National Experts. | Names of the staff members or of the last person who occupied the post for a given profile, the entry grade and the current grade. | N/A | N/A | 6 years (the budget planning and reporting cycle for the Multiannual framework) | The Head of the FPU, the Head of the HRTU, the Head of RAD, Management team of eu-LISA and the eu-LISA stakeholders (European Commission and the Management Board) for the aggregated data (post tables) without the personal data of staff. | None | | |
| 79 | 0013/2017 | 16/06/2017 | | Security Unit | **Monitoring application white/black lists**<br>*Finished | To ensure the implementation of application whitelisting solution, there are no false positive blocks of legit software, availability of traces of unauthorized activities inside eu-LISA's IT infrastructure to analyse attacks ( e.g. malware infection attempts, hacking attempts etc), there are no false positive blocks of legit software | eu-LISA staff including temporary and contractual agents, SNEs, interns, having access to eu-LISA workstation | Personal data can be eu-LISA user's computer hostname, eu-LISA username. Application whitelisting logs will only contain information programs launched and NOT any content of documents, web pages, chats etc. | N/A | N/A | 30 days, but first the retention period will set to 3-7 days to understand the real amount of logs and to assess the performance of SCCM and storage system. | Security Unit, Corporate Service Sector system administrators | None | | |
| 78 | 0012/2017 | 16/06/2017 | | Operations Department | **Catering attendance list** | Organising catering during meetings or operational events | eu-LISA Staff and other third-party contractors, participants of the workshop that requires catering service. | First name, name, Institution, Body or other organisation to which the person belongs | N/A | N/A | 6 years for financial proof. | Finance and budget service and the HoOperations Department of eu-LISA | None | | |
| 77 | 0011/2017 | 11/05/2017 | 02/06/2021 | DPO | **DP Complaint procedure** | To allow the data subject who has his/her personal data processed by eu-LISA to lodge a complaint with eu-LISA's DPO, if s/he demonstrates that eu-LISA's action directly affects or violates his/her rights related to the protection of his/her personal data due to those actions.<br>The procedure does not cover access rights or complaints to the Core systems run by eu-LISA in which case, any complaint or request should be addressed to the National Authority of the Member State. | eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts); Stakeholders of eu-LISA; Contractors of eu-LISA providing goods and services; The general public, including visitors, correspondents, enquirers; Any person who submits a complaint to the Agency's DPO. | Name, surname and contact details; Any other relevant data contained in documents and files that are submitted / consulted / accessed / collected regarding the object of the complaint and further investigative actions, as the data subject is free to share additional information if it is relevant to solve the inquiry, and as might be required for handling the complaint and investigation. | N/A | N/A | **General personal data**: For the time necessary for handling the complaint and further investigation and an additional 2-year period as a mean of proof if further investigation is required, unless legal proceedings require keeping them for a longer period.<br>**Sensitive personal data:** The processing of sensitive personal data is not the main purpose of this processing activity. Nevertheless, in case special categories of data are submitted along with the complaint to the DPO, the latter will assess the necessity and proportionality of processing such data for the purpose of handling the complaint. | Designated eu-LISA staff members; Other recipients:<br>- In the context of a particular inquiry, data may be transferred to third parties such as the EDPS, the Court of Justice of the European Union, the European Ombudsman, OLAF and national courts. | None | No | |
| 76 | 0010/2017 | 27/04/2016 | | Applications Management and Maintenance | **EDAC-141 system patch test**<br>*Finished | To fix and test with test data the issue in the current deployed version of the Eurodac Recast | 3 sets of FP per MS collected from Third Country National apprehended in Eurodac TEST environment as test data | Fingerprints | N/A | N/A | All data that is provided by the Member States is securely periodically erased from the Central System database after the end of this study | eu-LISA and the Contractor (S3Bio), the competent authorities of the Member States participating in the study | None | No | |
| 75 | 0009/2017 | 04/05/2017 | | DPO | **DPO Network meeting registration**<br>*Finished | Managing the eGat Data Protection Officer Network Meeting that will be held on the 31st of May to the 1st of June 2017 in Tallinn. | DPOs, Deputy DPO or person working on the area of data protection of other EU institutions or agency, than eu-LISA; Authorities for data protection or representatives of the French Data Protection Authority (CNIL - Commission nationale de l'informatique et des libertés) | Contact details | N/A | Propager | 1 month after the event | eu-LISA Data Protection Officer and the intern at the Data Protection Office will handle the registration form. The number of participants and the dietary information (if any information is provided) will be communicated to external service providers without revealing the identity of the participants. | None | No | |
| 74 | 0008/2017 | 11/04/2017 | | Resources and Administration Department | **Contract renewal - procedure** | Contract management, an aspect of personnel administration. | Statutory staff members of eu-LISA: temporary and contract agents. | Identification data, signature | N/A | N/A | Data will be retained for 10 years after the termination of the employment contract of the relevant staff member. | HRTU | None | Yes - Article 27.2.c | |
| 73 | 0007/2017 | 29/03/2017 | 17/11/2020 | Human Resources Unit | **Recruitment - Testing of candidates**<br>**(Remote Testing Tool)** | Candidates' personal data are processed in order to assess the candidate competencies as defined in the vacancy notices. | Eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts); Candidates invited to interview and tests | Name, contact details and affiliation; Connection data (IP address, logs, etc.); Answers to knowledge and skills based questions, Results obtained by the candidates. Identification number attributed for the purpose of pseudonymous marking of tests and User name. | N/A | Testdome d.o.o. (Reseller: Insight Technology Solutions Belgium Inc.) | General personal data: 2 years. After the exam results have been translated into the recruitment files process, the online results will be deleted from the tool. The results however, will be part of the recruitment process as stated in the recruitment process. | Designated eu-LISA staff members, Testdome d.o.o and potential sub processors. | Testdome Cloud, the service platform used for eu-LISA recruitment purposes (testing of candidates), informed us that personal data of candidates might be processed by sub-processors in the USA, Australia or India. The processor takes all steps reasonably necessary to ensure that personal data is treated securely. In particular, this means that the personal data will only be transferred to a country that provides an adequate level of protection, or where the recipient is bound by standard contractual clauses according to conditions provided by the EC ("EU Model Clauses") or where the recipient is bound by standard contractual clause according to conditions provided by the EC ("EU Model Clauses") | No | |
| 72 | 0006/2017 | 28/03/2017 | | Resources and Administration Department | **Entry and Departure procedure** | To establish rights, grant/remove accesses, provide/recover assets,etc. | eu-LISA staff members, Second National Experts and interns. | Identification data, career data, concerning leave and absences, concerning social security and pensions, concerning pay; allowances and bank account | N/A | N/A | 10 years as of the termination of employment | Statutory staff members of eu-LISA responsible to provide the information and control the assets of eu-LISA | None | No | |
| 71 | 0005/2017 | 27/03/2017 | 30/04/2020 | Resources and Administration Department | **Sysper 2 for personal files management** | To manage statutory staff and external staff (seconded national experts/interns/interims); to manage recruitment (career/ staff skills, expertise, talents); to manage the individual's rights and obligations (entitlements and allowances - Annex VII of SR); to manage data of staff travelling on mission/ working conditions, working time, leave/absences and teleworking; to manage the new staff evaluation and reclassification system (applicable after 2020); to facilitate the matching process between jobholders and job vacancies; to manage other HR areas when the connection of the other Sysper2 modules (for example on stand by duty etc.) is implemented in accordance with the schedule agreed between eu-LISA and the European Commission; to facilitate the internal communication towards different target groups according to their functions or centres of interest. | eu-LISA statutory staff, SNEs, interns, external support | Statutory staff members and SNEs: Full personnel data: SYSPER Perid number (a number identifying a person in the application), job number, names, email, civil state, nationalities, languages, identity card, date of birth, home addresses, contact persons, history of office address, place of origin, recruitment, family composition details (history of persons in relation and their personal details relation type, relation details (custody/guardianship), addresses, special identity card, Birth Certificates, Marriage Certificates, Recognition Certificates, Divorce Certificates, Decisions/Judgements, Certificates of Custody/Guardianship, Certificate of divorce, child), Vehicle Declarations, Pension Request & Transfer Rights Declarations with workflow, Supporting Documents (entered by the agent) for all the declarations above, Attachments (emails) & comments input by file handlers for all the declarations above, Appointing Authority letters for the declarations above (used only for Child Declaration), Personal certificates (certificate for taxes, domicile for tax purposes, and certificate for opening of bank account), a photo (uploaded on voluntary basis by jobholder), Career data: administrative situation, classification, assignment, management position, contract, type of contract, administrative status, Probation, Grade, Step, Seniority in grade, Seniority in step, Seniority in category, Seniority in function, Seniority in function (evaluation), Absence requests (annual leave, recuperation, sick leave, special leave, overtime compensation, other leaves, shift pattern requests (full time, parental leave, family leave, part time, medical part time, time credit), Flexitime regime requestsfixed, Telework regime request, Occasional telework request, Confirmation of absence on medical grounds, Presence, overtime, standby, arduous work, shift work timesheets. Training: Name, SYSPER Perid number, nationality, identity card/passport, date of birth, gender, contract/internship details, CV and internship reports, time management: presence, annual leave and absence requests, confirmation of absence on medical grounds, A photo (uploaded on voluntary basis). External support: Name, SYSPER Perid number, nationality, identity card/passport, date of birth, gender, job assignment at eu-LISA. | N/A | DG HR | Personal data is stored for the time necessary to fulfil the purpose of collection or further processing. Personal data in SYSPER is stored until the end of the staff member's activity for the Agency. Certain data need to be stored for a longer period if they are related to subsisting rights and obligations, i.e. pension rights. Please see Privacy Statement for more information | The HRU, Persons delegated by a holder of a right of access, Line managers, Members of Joint Committee. | None | No | |

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| 70 | 00042/2017 | 13/03/2017 | 15/06/2020 | Resources and Administration Department | **Staff engagement Survey and coaching** | The purpose of the operation is to measure staff engagement and related metrics which will help us to identify the most important aspects to focus on related to enhancing staff well-being, motivation and performance, improving communication and trust in the management and overall culture of the Agency and perform evidence-based human resources management. All this is performed to improve the functioning of eu-LISA and its performance. Furthermore, staff engagement is one of the set KPIs mentioned by the organisation. | Staff members of eu-LISA who are working in eu-LISA on a daily basis (Temporary Agents, Contract Agents,, seconded national experts, interns and trainees) | Personal data concerning the physical characteristics of persons: gender, age group; personal data concerning the data subject's career (e.g. employee number, employment start year, leaving date, sector, function, holder of managerial position – if applicable); personal data concerning communications (email corporate address only); personal opinion and comments from employees provided on a voluntary basis when completing the survey | N/A | Peakon | Personal data of employees will be stored for the whole duration of their contract with eu-LISA.<br>Peakon's overall data retention is five years. If the contract with Peakon is terminated by the data controller, all data will be deleted immediately.<br>For the case that the contract will be in place for several years, the five-year period is defined in relation to the submission of each survey response - so a survey response from an employee received and responded to i.e. on the 20th February 2020 would have the survey responses be anonymised by 20th February 2025. | **Internal Restricted:**<br>- HRU (designated staff members will have access to aggregated data and reporting.)<br>**Internal:**<br>- eu-LISA Management (ED, HoD, HoU, HoS) overview of results on organisational level, department level, unit level and subject to appropriate number of respondents to Sector level;<br>- eu-LISA staff members overview of results on organisational level, department level, unit level and duties follow-up with their Staff, and subject to the appropriate | None | No | |
| 69 | 00003/2017 | 08/02/2017 | | Resources and Administration Department | **360 Leadership evaluation appraisal** | To gain insight into the performance and the potential of current and future leaders as well the developmental needs of the staff. | eu-LISA Management (Heads of Departments / Units, the ED), middle-management (Heads of Sections) and staff members from the EU office. | Contact details, answers to questionnaire | N/A | Deloitte | The raw data collected for the purpose of 360 appraisal will not be stored, only the results of data analysis and the report produced. Data will remain stored for 5 years. | Contractor and potential sub-contractors, Reporting Officer (Executive Director, Head of Departments, Head of Units) and Learning and Development Officer for the coaching programme. | None | | |
| 68 | 00032/2017 | 16/01/2017 | 27/03/2023 | Resources and Administration Department | **eu-LISA Records management (NARA – Hermes – Ares - NomCom) (formerly named 'ARES/COMREF support and Document Management Team')** | The purpose of the processing of personal data is to manage the registered documents and files of the Agency through ARES (Advanced Records System) and NomCom (Nomenclature Commune) provided by DG DIGIT of the European Commission. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services<br>Relatives of the data subject<br>Other categories of data subjects (please detail below)<br>- Members and staff of EU institutions, bodies and agencies sending or receiving a document to or from the Agency<br>- Any individual sending or receiving a document to or from the Agency<br>Every individual whose personal data are mentioned in said documents | Name, contact details and affiliation<br>Other personal data (please detail below)<br>Details on education, expertise, profession of the person<br>Other personal data (please detail below)<br>-Metadata<br>-Audit trail and workflow data<br>-Access management and control data | N/A | DG DIGIT | All documents in ARES are filed in files that are linked to a category of eu-LISA's specific retention list that was approved by the Executive Director. The eu-LISA's specific retention list is in line with the Commission's retention list (SEC(2019)900) and its retention period is calculated from the moment the document or file is closed. The retention period of data is depending on the nature of document and the process for internal evaluation at the end of the original retention period for some categories of documents designated in the policy, in accordance with the eu-LISA Specific Retention List.<br>Personal data in the metadata and in audit trail and workflow data are kept indefinitely to ensure that the authors and participants in major records management actions at the level of metadata, documents, files or procedures can be identified even after elimination of the documents concerned. | Designated eu-LISA staff members<br>- Staff of DIGIT<br>- All eu-LISA staff that are involved in the processing to achieve the specific purposes of this processing operation according to point 2.2. above ("2.2. Description and purpose(s) of the processing") on a need-to-know basis - European Commision, DIGIT, ARES/COMREF technical support<br>- Historical Archives of EU (Long-term preservation)<br>- Public authority or agency<br>- On a need-to-know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. eu-LISA internal audit, Court of Auditors, European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor). | None | No | |
| 67 | 00012/2017 | 10/01/2017 | | Operations Department | **TESTA-NG Authorised Callers list** | To have the contact points (TESTA-ng Authorised Callers) on Member States and eu-LISA side, among others, as part of the Incident and Request Management Process in order to be able to notify eu-LISA and/or Member States in case of emergency, incidents, events, service requests, etc. | Member States and eu-LISA staff members identified as TESTA-NG Authorised Callers | Contact details | N/A | sTESTA SOC | The data are retained for the period of the contract duration. | eu-LISA Service Desk and Network Sector Staff, Security Sector Staff and TESTA-ng SOC Staff | None | No | |
| 66 | 00029/2016 | 21/11/2016 | | Applications Management and Maintenance | **CR Latent image size limitation** *Finished | To execute the test cases | Non-EU foreign nationals | MPS transactions with FP | N/A | N/A | All data that is provided by the Member States is securely periodically erased from the Central System database<br>after the end of this study | eu-LISA and competent authorities of the Member States participating in the study | None | No | |
| 65 | 00028/2016 | 25/10/2016 | 30/06/2021 | Security Unit | **Management of the Emergency number - logs and events** | eu-LISA collects the personal information to allow an efficient response to any emergency situation that may affect any persons, assets or premises on eu-LISA sites.<br>Equally, the personal data is processed as part of the eu-LISA Emergency Number:<br>- To allow efficient the use and troubleshooting of the Emergency number;<br>- To allow the management of emergency calls;<br>-Primarily, the main purpose of this processing activity is to grant the necessary controls in order to ensure business continuity by decreasing the risk of security incidents to be materialized or at least to prevent future similar incidents that might have high impact over the Agency's infrastructure | All persons calling the eu-LISA Emergency number | Name, contact details and affiliation<br>Location of the emergency:<br>Date of the event,<br>Time of the call<br>Type of the emergency,<br>Actions taken,<br>Additional data to what's indicated in Annex 1 "Emergency number event register" may be processed in case of particular situations (Annex 2 – "Hostage Situation Information Form" and Annex 3 "Bomb Threat Form"), such as: concerning the physical characteristics of persons as well as image, gender, age range, voice characterisation | N/A | Securities France<br>GdS | The data is being store for 1 year in case it arises the need to investigate any related security incidents.<br>Event logs for more details on the corresponding Record of processing activity Case 132 - 00162021 "Telephony System".<br>The processing of sensitive personal data is not the main goal of this processing activity, where it happens and special categories of data that are clearly not relevant for the purposes of investigating the incident are collected, they will not be reflected in any written form and will be deleted.<br>Also, when such personal data is in fact necessary, it should be justified under Article 10 of EUDPR. | Designated eu-LISA staff members<br>- Security Unit personnel<br>-Security guards<br>- First Respondents | None | Yes - Article 27.2.a | |
| 64 | 00027/2016 | 21/10/2016 | | Resources and Administration Department | **Setting the objectives for the following year - staff** | Setting the individual objectives for the relevant period (year) in accordance with the Annual Work Programme of eu-LISA and the strategic objectives of the Agency. | Staff members of eu-LISA (Temporary Agents and Contract Agents) and Seconded National Experts. | Identification data, a signed form for setting the objectives to the staff members | N/A | N/A | 4 years (the same as for the appraisal related documentation). | The staff members about their own data), managers of eu-LISA for their subordinates, the HRTU staff responsible for handling the respective information. | None | No | |
| 63 | 00026/2016 | 20/10/2016 | | Resources and Administration Department | **eu-LISA learning management system (LMS)** | The purpose is to digitilise learning content, making it easier accessible and at any time. | All staff members (including internal trainers), as well as potential other users of the learning content (staff from other institutions and agencies), external trainers provided by training contractors. | Identification data, attendance data of participants of classroom and online courses might be entered by the Learning and Development Team or the trainer, as well as scores of quizes, tests and certifications gained. The tool might also be used to collect information/carry out evaluation of performance (online appraisal form) | N/A | N/A | The data related to Learning and Development are stored in accordance with the DPO notifications already provided. | CSS | None | No | |
| 62 | 00025/2016 | 04/08/2016 | | Resources and Administration Department | **Notification on the Competency framework** | In line with the objectives of the Annual Work Programme 2016 of the Agency and eu-LISA HR Strategy 2015-2020, HRTU along with the contracted company set out to develop a Competency Framework for the Agency by the end of 2016. For this to be achieved, the data about skills pertinent to each job role in the Agency has to be gathered via survey tool. Each respondent is asked to provide their email for the purpose of the need of further clarifications regarding their answers about a certain job position that they occupy. | eu-LISA Staff members | Identification data, Sector, Unit, Department the staff member belongs to; what are his or her specific duties and responsibilities. | N/A | Fontes PMP | The data will be stored until the foreseen end on the Competency Framework model development (currently January 2017). | HRTU, Fontes | None | No | |
| 61 | 00024/2016 | 28/07/2016 | | Resources and Administration Department | **Notification on the presence absence table** | Putting absences in a public register (presence absence table) allows the managers and staff members in the Agency to manage their work by in efficient way updating and sharing information on the staff members present or absent in the office | Staff members of eu-LISA (Temporary Agents and Contract Agents), Seconded National Experts, Interns and the external service providers working in the premises of eu-LISA (Intra-muros) | identification data, the presence or absence indication | N/A | N/A | 2 years | eu-LISA staff members and external service providers who have access to the respective site of the Agency's intranet | None | No | |
| 60 | 00023/2016 | 28/07/2016 | | Resources and Administration Department | **Notification on Allegro** *Finished | To digitilise processing of the staff data regarding personal administration, organisational structure, learning and development, recruitment, missions and in future leave and time management in accordance with the Staff Regulations and Conditions of Employment of the Other Servants of the European Union, and the relevant implementing provisions thereto. | Staff members of eu-LISA | The data related to the employment at eu-LISA (personal administration module), the data related to a specific HRM process (appraisal, recruitment, missions, flexitime, appraisal and reclassification | N/A | N/A | The data related to the employment at eu-LISA (personal administration module) are stored for 10 years after leaving the service. The data related to a specific HRM process (appraisal, recruitment, missions) are stored in accordance with the DPO notifications already provided which varies between 1 year (flexitime) and 5 years (appraisal and reclassification). | The direct supervisors of the staff members who are part of processing the data and the Executive Director as well as persons to whom their rights are delegated. Security Officer, the Data Protection Officer and the Internal Auditor in accordance with the relevant access rights granted. | None | No | |
| 59 | 00022/2016 | 16/06/2016 | | Operations and Infrastructure Unit | **Testa-NG Project tools** *Finished | To be able to notify eu-LISA and/or Member States in case of emergency, incidents, events, service requests, etc. and to authenticate the callers/requesters | Member States and eu-LISA staff members identified as TESTA-NG Authorised Callers | Contact details | N/A | N/A | The data are retained for the period of the contract duration/service delivery. | eu-LISA Service Desk and Network Sector Staff, Security Sector Staff, TESTA-ng SOC Staff, DG Home Staff responsible for the communication infrastructure contracts | None | No | |
| 58 | 00021/2016 | 10/10/2016 | | General Coordination Unit | **Tallinn meeting rooms name competition** *Finished | To have a mechanism to doublecheck, if needed, that staff members only cast one vote each or, should there be more ballot slips than number of staff, to attempt to find the correct slip per voting staff membe | Staff Members in Tallinn Headquarters | Name,surname and signature | N/A | N/A | 1 month | Communication and Information Assistant | None | No | |
| 57 | 00020/2016 | | | General Coordination Unit | **GCU Events Withdrawn, replaced by 00002/2019** | Coordinate, organise and manage meetings/events/projects/ceremonies/events, (Latest Events Cards or similar) external participants as eu-LISA to send a invite, invitation letter, collect names, postal/email addresses, phone/fax numbers, by electronic/manual means; distribute participant lists to participants and organisers, to publish minutes/reports/minutes/proceedings/photos, photographs, live webstreaming and/or audio and/or video recordings of speakers and participants, presentations of speakers, including on Internet/Intranet, in the context of the events and in the framework of European Commission activities; to collect and manage lists of participants for meals, news and publications, to organise with catering dietary choices of the participants when required. | Participants of GCU events | Contact data (first name, last name, title (optional), organisation, function, e-mail, address, phone number (optional)<br>photographs<br>Collection of dietary restrictions, for cases when meals are foreseen to be provided by eu-LISA;<br>web streaming, under certain conditions;<br>sound recording, under certain conditions. | N/A | N/A | 5 months | GCU staff, external company (if any) helping in organising "events", participants of the events and a wider public if it is provided that personal data is to be published on the Internet | None | No | |
| 56 | 00019/2016 | 27/04/2016 | | Applications Management and Maintenance | **EDAC-65 system patch test** *Finished | To provide the tests that have to be executed by several MS in order to validate the EDAC-65 system patch | 2 sets of FP per MS collected from Third Country Nationals used in Eurodac PROD | Fingerprints | N/A | N/A | Till the end of study | eu-LISA; the competent authorities of the Member States participating in the study | None | No | |
| 55 | 00018/2016 | 18/04/2016 | | General Coordination Unit | **Maintenance and contact details of Industry Workshop events** *Finished **Withdrawn, replaced by 00100/2020** | To keep attendees updated and to prepare an attendee list to distribute at the event | eu-LISA stakeholders who participate at the event | Contact details | N/A | N/A | 1 year | GCU staff, Meeting participants | None | No | |
| 54 | 00017/2016 | 11/04/2016 | 05/10/2021 | Security Unit | **Contact detail of the Security Officers Network (SON) participants** | The purpose is to preserve the ability to contact the individual Security Officers Network (SON) participants with necessary update and relevant information with regards to the Security Officers Network. The Security Unit is the provider and organiser of the Security Officers Network meetings and must ensure its ability to reach the participating security officers to invite them to such meetings. Furthermore, contact details are necessary for the security officers to get access to eu-LISA extranet (Sharepoint) where documents of common interest are stored. | SON meeting participants who are security experts delegated by their Member State authorities. | Name, contact details and affiliation | N/A | N/A | Data is retained for as long as data subjects, Security Officers Network participants, take part in the Security Officers Network. | eu-LISA Security Unit staff based on need-to-know<br>Security Officers who participate on the SON and who have access to the shared folder on Extranet where some of the data (names of the Security Officers and their respective countries). | None | No | |
| 53 | 00016/2016 | 31/03/2016 | | Resources and Administration Department | **Webex system Withdrawn, replaced by 00082/2021** | To enable access to the webex web communication tool and provide web meetings and web meetings assistance | Anybody who goes invited to an eu-LISA webex meeting | Basic tool: meetings info is displayed and retained consisting of: topic, host, scheduled time, timezone, duration, and participants.<br>For the establishment of the meeting the mandatory data input includes: first name, last name and email | N/A | N/A | 10 years | Corporate System Architecture Team | None | No | |
| 52 | 00015/2016 | 31/03/2016 | | Resources and Administration Department | **Microsoft System Center service manager** | For the creation and handling of tickets in regards to user reported incidents, problems and service requests. | Anybody who sends emails to servicedesk-OFFICE-FIRT@eulisa.europa.eu | Contact details | N/A | N/A | 10 years | Corporate IT Team | None | No | |
| 51 | 00014/2016 | 29/03/2016 | | Security Unit | **Laissez Passez** | To facilitate the issuing authority (the European Commission) with necessary information for personalising and delivering the EU LP documents. Only the applicants who have the need of the EU LP submit their personal data. At the same time, the data subject is aware that capturing their personal data is compulsory for granting the document (not subject to a choice). | Staff members (Temporary and Contract Agents) and SNEs whose line-manager has approved their application for the EU-LP document | The EU LP List of Applicants will contain surname and name, date of birth, citizenship, type and name of the applicant's position, organisational section of the applicant, date of approval of their application by the eu-LISA Executive Director, date of submission of the form to the European Commission, date of issuance and of expiry of the LP. Only the surname,name, position and issuance/expiry date will be provided to the HRTU. | N/A | European Commission | The application forms submitted to the data processor (EU LP PoC), as well as the List of Applicants are subject to 5+1 year of retention period in line with the principle of proportionality. At the end of those retention periods, the biographical personal data are erased from eu-LISA. Any new application requires at any time a new full enrollment and delivery process. | The central LP-issuance service of the European Commission | None | | |
| 50 | 00013/2016 | 25/03/2016 | 11/10/2022 | Security Unit | **Contract personnel for access control system for physical protection at eu-LISA (formerly named 'ID and Access control badges for the** | The access control system helps to control the access to eu-LISA premises, ensuring the security and the safety of premises, individuals and goods. It complements other physical security systems such as the video-surveillance system.<br>The access control system will also provide a head count after evacuation in order to investigate unauthorised physical access and security incidents in areas under surveillance.<br>The access control system will also provide a head count after evacuation in order to | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services | Name, contact details and affiliation<br>Data contained in the badges vary according to the access requirements but in any case, may not include more than the following data: full names, ID photo, fingerprints template (not the fingerprint image), card serial number. For the shortterm badges, the full names and ID photos are not contained by the badges. Other personal data processed are: access rights of the badge (based on the profiles), access areas on site (with timestamp, readers ID, logged security events (included/denied).<br>Where applicable, the fingerprint images are immediately converted into hashes /templates by the software access application and stored inside the card, with no central database storage. | N/A | - SAS Estonia personnel (in-LSA premises in Tallinn) - managing security guards<br>and reception at the Agency premises in Tallinn) - Project Manager<br>- Protection Security Group | eu-LISA staff and long-term access for interiims and contractors : 6 months after the expiration of the badge (at the end of the contract)<br>Data contained within the access control : 1 year from the expiration of the badge<br>eu-LISA visitors and short-term access : The data on the badge is stored only for 2 hours after use of the badge | Designated eu-LISA staff members<br>GrS Estonia personnel (eu-LISA contractors for managing security guards and reception at the Agency premises in Tallinn)<br>- Protection Security Group personnel (eu-LISA contractor for managing security guards and reception at the Agency premises in Strasbourg)<br>- Securitas France personnel (eu-LISA contractor for managing security guards and reception at the Agency premises in Bilech) | N/A | Yes - Article 27.2.a | |
| 49 | 00012/2016 | 18/03/2016 | | Security Unit | **IT Proxy BlueCoat Log analysis** *Finished | TCO webproxy BlueCoat traffic logs analysis for security related monitoring and assessments | All eu-LSA personnel who are using eu-LSA workstations (PCs, laptops) inside eu-LSA office infrastructure. | eu-LSA-user's computer-hostname, IP, eu-LSA-username. There is only visible visited URL address, NOT the site content itself | N/A | N/A | 1 year | Security Unit | None | | |
| 48 | 00011/2016 | 08/03/2016 | | Resources and Administration Department | **360 Feedback** | To gather broader feedback for performance appraisals, ensuring their fairness, especially where the manager does not have direct, firsthand knowledge of his/her employees' performance | eu-LSA Managers plus volunteers | Contact details, answers to questionnaire | N/A | Deloitte | The data obtained for the purpose of 360 Leadership Appraisal will not be stored, only the subsequent report, done by Deloitte , will saved and used. | Deloitte, Envisia Learning Ltd | | | |
| 47 | 00010/2016 | 08/03/2016 | | Resources and Administration Department | **Competency Framework** | To provide the staff with guidelines of the skills and capabilities required to grow professionally | All statutory staff members of eu-LSA and SNEs | identification data, Sector, Unit, Department the staff member belongs to; what are his or her specific duties and responsibilities. | N/A | Contractor' Service provider - Fontes (NDA, created by eu-LSA and has already been signed by all the Fontes members participating in the project). | The data obtained for the purpose of Competency Framework development will not be stored, only the subsequent report, by Fontes, will saved and used. | Contractor' Service provider - Fontes (NDA, created by eu-LSA and has already been signed by all the Fontes members participating in the project). | None | | |
| 46 | 00009/2016 | 18/02/2016 | | Resources and Administration Department | **Special furniture due medical recommendation** | To purchase special furniture for staff due to their medical condition. | Statutory staff members of eu-LSA, Seconded National Experts (SNE). | identification data, medical documentation, supporting the necessity for special furniture. The e-mails request and medical certificate, sent to file manager, will be immediately destroyed by latter following his/her approval or refusal. | N/A | N/A | 3 years | HR Assistant in charge of personal File Manager (one in Strasbourg and one in Tallinn). | None | | |
| 45 | 00008/2016 | 28/01/2016 | 17/11/2020 | Corporate Services Unit | **Management of the missions files in eu-LISA** | The purpose of the processing of personal data is allowing the eu-LISA staff member going on mission to register the mission order as well as to liquidate the expenses incurred in order to obtain the final reimbursement. | Statutory employees of eu-LISA, Other individuals working for eu-LISA (consultants, trainees, interims, experts) | Name, contact details, date of birth (when booking tickets), data concerning missions (place, date, transport, mission expenses), economic and financial details and travel document information (passport information) | N/A | •PMO.2 - PERSONNEL AND SOCIAL RIGHTS<br>•The travel agency T&T EXECUTIVE SA<br>•Company for trade and services Congress Service Center<br>•Veana and dr. Ltd Skopje | Originals that have been part of a conformity check sampling (recall of the original documents kept by the staff member having gone on mission/authorised travel) is 7 years.<br>The travel order and the statement of expenses as well as any supporting documents attached are stored in paper and electronic form for 5 years after the discharge of the procedure by the Missions office designated staff. | Within eu-LISA: Line manager<br>• The authorising officer (the head of Corporate Services Department)<br>• the Finance and Budget Sector staff<br>• the PMO MIPS<br>• the travel agency T&T EXECUTIVE SA<br>• the PMO MIPS personnel<br>• Company for trade and services Congress Service Center Veana and dr. Ltd Skopje (Congress Service Center) | The processor Congress Travel Service, located in North Macedonia is responsible for the ticket issuing for staff members, as well hotel bookings and car rental. Also, for ad-hoc staff missions, international personal data transfers may take place through bookings (flights, hotel, cars, ...) to any third country where the mission could take place. | | No | |

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| 44 | 00/07/2016 | 26/01/2016 | | Operations Department | **Managing Service Desk operations** | To formalise the way of working as a team to meet the operational objectives and to guarantee the needed operational and administrative organization goals as well as the operational contingency. | eu-LISA Service Desk operators | Identification data, shifts planning | N/A | N/A | 1 year | Service Desk sector staff, HoU, HR unit | | No | |
| 43 | 00/06/2016 | 20/01/2016 | | Budget and Finance | **Financial Management of the Payroll** | Administrative processing of financial information provided by PMO for their encoding in the ABAC workflow accounting software. | Agency's statutory staff receiving salaries or allowances by the Agency. | Financial data in conection to payroll | N/A | N/A | 5 years | Finance and Procurement Unit/Finance and Budget Sector | None | | |
| 42 | 00/05/2016 | 19/01/2016 | | Resources and Administration Department | **VAT Register** | To establish a list of eu-LISA staff members, SNE and family members entitled to a refund of their expenses for the purchase of goods during the first year of the staff member appointment in eu-LISA. | eu-LISA staff members, SNE and family members forming part of the household requesting VAT reimbursement for the purchase of goods | First name, last name, ID number, date of arrival to eu-LISA Agency, number of invoice or payment for purchase of goods for the purpose of verification and proof of payment that being executed by staff members of eu-LISA Agency. | N/A | The Ministry of Interior of the Republic of Estonia | 3 years | Resources and Administration department staff, Personnel of the Ministry of Interior of the Republic of Estonia, Finance and Budget Unit staff | None | | |
| 41 | 00/04/2016 | 11/01/2016 | 04/11/2021 | Security Unit | **eu-LISA Key Management System (KMS)** | The purposes of processing the personal data as part of using the Key Management System ("KMS") process from eu-LISA Tallinn site are security-orientated. In order to ensure the availability of an updated evidence of all the personnel who has access rights in this system and events of its use or the tentative of use for both security investigations and monitoring of the access to the keys stored in the system. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Contractors of eu-LISA providing goods and services | Name, Surname.<br>Logs together with associated data (type of the event taking/returning the key(s); date and time of the event/Timestamps, username, identification number of the key).<br>Identifier (badge). | N/A | G4S | The data is stored for 90 days from the moment of their recording. The data can be stored for additional periods when needed for authorised security purposes (for example in order to support the investigation of security incidents). | Security Unit staff (system administrators)<br>Security services provider in premises (e.g. guards) | None | | |
| 40 | 00/03/2016 | 07/01/2016 | 13/02/2023 | Executive Support and Stakeholder Relations Unit | **Organisation of the Advisory Groups, Working Groups and Cooperation Groups meetings (formerly named "AG Events meetings")** | The purpose of the processing operation is related to the organisation of the Advisory group, Working Group and Cooperation Group meetings.<br>eu-LISA Management Board Secretariat (Stakeholders Management and Support Sector) organises meetings of the Advisory Groups, which contribute to supporting the Management Board in its decision-making process by providing advice and support on specific technical issues relating to the evolution and further development of existing systems. The meetings of the Working Groups are organised to support the Advisory Groups in their work and deal with very specific topics. Meetings of the Cooperation Groups are organised to support cooperation between Member States and EU Agencies in order to ensure effective response to potential security incidents related to interoperability components. | Eu-LISA statutory staff<br>Stakeholders of eu-LISA, including Member States representatives<br>Participants of the meeting<br>Members/Observers of Advisory Group Members attending to the meeting<br>Contractors staff data, for the provision of catering services at the premises | Name, contact details and affiliation<br>The personal data that are asked in the registration form are the following: Name, Surname, Country/Organisation, mobile phone, e-mail address, emergency contact details.<br>The personal data that appear in the list are the following: Name, Surname, Signature<br>Audio recordings (for the purpose of drafting minutes) | N/A | BIP International Consulting<br>ProPager SARL<br>Pomilio Blumm Srl<br>Microsoft Teams | 6 years after the last action in relation to the meeting.<br>Audio recordings will be stored until the minutes from the meeting to which they relate will be adopted (i.e. one of the next AG and WG meetings) and the audio files will be deleted afterward. | Designated eu-LISA staff members<br>eu-LISA processor staff involved in the event's management/finance and contract management<br>Participants to the meeting to whom the attendee list is to be distributed<br>IT tool provided by the contractor for the events management, where applicable | None | | |
| 39 | 00/02/2016 | 07/01/2016 | 13/02/2023 | Executive Support and Stakeholder Relations Unit | **Organisation of the Management Board meetings (formerly named "MB Events meetings")** | he purpose of the processing operation is related to the organisation of the Management Board meetings. eu-LISA Management Board Secretariat (Stakeholders Management and Support Sector) organises meetings of the Management Board which is ensuring that eu-LISA delivers the tasks and results as stipulated in eu-LISA's establishing regulation in the<br>most cost-effective way, considering the strategic goals and objectives of the Agency: | eu-LISA statutory staff<br>Stakeholders of eu-LISA, including Member States representatives<br>Contractors of eu-LISA providing goods and services<br>Participants of the meeting<br>Members/Observers of Management Board | Name, contact details and affiliation<br>The personal data that are asked in the registration form are the following: Name, Surname, Organisation/Country, mobile phone, e-mail address, emergency contact<br>The personal data that appear in the attendance list are the following: Name, Surname, Signature<br>Audio recordings (for the purpose of drafting minutes) | N/A | BIP International Consulting<br>ProPager SARL<br>Pomilio Blumm Srl<br>Microsoft Teams | 6 years after the last action in relation to the meeting.<br>Audio recordings will be stored until the minutes from the meeting to which they relate will get adopted (i.e. upcoming MB meetings)and the audio files will be deleted soon afterward. | Designated eu-LISA staff members<br>eu-LISA processor staff involved in the event's management/finance and contract management<br>Participants to the meeting to whom the attendee list is to be distributed<br>IT tool provided by the external contractor for the events management, where applicable | None | | |
| 38 | 00/01/2016 | 07/01/2016 | 22/12/2022 | Executive Support and Stakeholder Relations Unit | **Article 21 - public interest** | To comply with the provisions of Article 29 of the establishing regulation of the Agency, therefore, in the context of the statements of commitment to be filled in by the Management Board and Advisory Group members upon start of their assignment at eu-LISA and performed as an annual exercise with the deadline of 31 March each year, to guarantee that such members perform their duty in the best public interest and in compliance with the eu-LISA establishing Regulation to ensure the impartiality of the Agency's decision-making. | Stakeholders of eu-LISA, including Member States representatives<br>Members/Observers of Management Board and Advisory Groups | Name, Surname, Details on education, expertise, profession of the person, Economic and financial details, Signatures, data concerning the data subject's career, data concerning the data subject's private interests, data concerning the data subject's family, i.e. data concerning the data, subject's partner, though without specification of the name of the partner or of the nature of the relationship, Ownership or other investments, including shares | N/A | N/A | 6 years after discharge for the budgetary year to which the declaration relates | Designated eu-LISA staff members<br>eu-LISA Staff working in the Secretariat of the Management Board (ESS).<br>eu-LISA Executive Director.<br>The general public | None | | |
| 37 | 00/28/2015 | 25/02/2015 | 14/10/2022 | Security Unit | **Video images of eu-LISA premises (formerly named 'Video images of the common access spaces of the eu-LISA HQ premises in Strasbourg')** | The video-surveillance system helps control access to the Agency's buildings and helps ensure the its security, the safety of eu-LISA's staff members, contractor and visitors in general, as well as property and information located or stored on the premises. | eu-LISA statutory staff<br>Other individuals working for eu-LISA (consultants, trainees, interims, experts)<br>Contractors of eu-LISA providing goods and services<br>The general public, including visitors, correspondents, enquirers | Video images of data subjects | N/A | eu-LISA contractors for managing security guards and reception at the Agency premises | 30 days maximum from the recording. | Security Sector personnel and Security services providers in premises. Also, if justified, the video footage might be given according to the specific rules and regulation, to the authorised national and/or European public authorities for the purpose of lawfully performing police investigation or similar activities. | None | No | |
| 36 | 00/27/2015 | 04/12/2015 | 16/06/2017 | Resources and Administration Department | **Staff Entitlements Administration** | To establish and manage the staff member's individual rights and entitlements gained during his/her career in eu-LISA and to manage the corresponding payroll associated with those rights and entitlements | eu-LISA statutory staff members | Personal data related to the his/her entitlements/rights and they are supported by the documentation required. | N/A | PMO | 10 years after the termination of the employment of the staff member concerned | Head of HRTU, File Manager (HR Assistant), PMO, Executive Director | None | | |
| 35 | 00/26/2015 | 16/06/2017 | | Security Unit | **Monitoring of the exchange of the e-mails of the eu-LISA accounts** | To ensure the implementation of the specific security measure consisting in performing the monitoring of the emails exchange, in order to identify potential security risks associated with the email service and the exchange of the organisation data. | Staff members (including temporary and contractual agents, SNEs, interns) having access to eu-LISA e-mail system | Unique message identification number, email address of the sender, email address of the recipient, email header (meta data), the subject, date and time of the message, the body, the message status and the attachments. | N/A | IronPort mail security system | From 1 to 3 years | Security Unit | None | No | |
| 34 | 00/25/2015 | | | Security Unit | **Access Control to Tallinn premises via token** | Authorise the access rights, record and monitor the use of each access card/token distributed to eu-LISA staff and the authorised contractors to access of the common access spaces of the eu-LISA HQ premises in Tallinn and some special protected rooms | Staff members and any other person authorised to access eu-LISA premises (mainly eu-LISA premises for more than 30 days, if there is such a need, who receive an access token/card to have access in eu-LISA premises and the special rooms | Identification data connected to the access token | N/A | Security guards from Tallinn HQ | 60 days | Security Unit, security guards | None | | |
| 33 | 00/24/2015 | 30/07/2015 | 10/04/2017 | Resources and Administration Department | **Leaves and Absences management** | Management of annual, special and sick leave | Statutory staff memeiro of eu-LISA (temporary and contract agents), Seconded National Experts (SNE's) and Interns | For a sick leave lasting longer than 3 (three) calendar days a confirmation of the medical certificate from the doctor by the Medical Service of the European Commission is required. For special leave relevant supporting document(s) serving as gorunds for entitlement in accordance with the SR or the relevant implementing rules are required. In case of a family or parental leave, information on family members concerned by the leave request or the information on benefiting from a particular type of leave in the past is required. | N/A | N/A | 6 (six) years (N+5 years). The relevant data on leave may be required in order to justify the decisions for which a calculation of the periods worked and spent on leave may be required. Therefore, a period of 6 years would allow to make such calculations for the contracts of employment that have 5 years duration. | HRTU, Line Manager and/or Head of Sector, replacing person (for annual leave). | None | Yes - Article 27.2.b | |
| 32 | 00/23/2015 | 09/10/2015 | 12/01/2017 | Resources and Administration Department | **Annual medical check-up** | Reimbursement of the annual medical check-up fees, based on the approval of the Medical Service of the EC | Statutory staff members | Identification data, invoice | N/A | Medical Service of the European Commission (DG HR.D.3) | The same as for Administrative files | Statutory staff (data subjects) and staff members of eu-LISA included in the financial circuit, Medical Service of the European Commission (DG HR.D.3), upon request external supervisory bodies | None | No | |
| 31 | 00/22/2015 | 16/06/2017 | | Resources and Administration Department | **Fil Program** | Granting reimbursement for eu-LISA staff sport activities | Statutory Staff Members of eu-LISA and Seconded National Experts | Identification data, invoice, the bank account number to carry out the reimbursement of the costs. | N/A | N/A | 6 years | HR Assistant | None | No | |
| 30 | 00/21/2015 | 02/02/2015 | | Resources and Administration Department | **Learning and Development** | Managing of training requests and training activities for eu-Lisa staff | eu-LISA staff members (Temporary, Contract, External, Interns and invited experts) | Identification data, training, the bank account number to carry out the reimbursement of the costs. | N/A | N/A | 4 years | Management Committee members, Heads of Sections, eu-LISA staff members, contractors for providing training outside eu-LISA premises | None | No | |
| 28 | 00/19/2015 | 05/10/2015 | 23/03/2021 | Executive Support and Stakeholder Relations Unit | **eu-LISA Annual Conference**<br>**(formerly named 'List of participants for eu-LISA 2015 Annual Conference –'The Future is-sted: towards a Smart(Borders Reality')** | The purpose of this processing activity is to organise and manage eu-LISA's Annual Conference. | eu-LISA statutory staff. Other individuals working for eu-LISA (consultants, trainees, interims, experts); Stakeholders of eu-LISA, including Member States representatives; Contractors of eu-LISA providing goods and services; The general public, including visitors, correspondents, enquirers; Relatives of the data subject;Participants at the conference | Name, contact details and affiliation, e-Communication and/or connexion data, Details on education, expertise, profession of the person;<br>Contact data: title, first name, last name, organisation, email address, job title, country<br>-Photos, video recording, sound recording and web-streaming where event participants and/or speakers appear.<br>-Meeting related data (e.g. email addresses of meeting attendees, call/meetings dates/times etc.)<br>-Chat information: name of participant (sometimes the participants could choose to use nickname/usernamel), timestamp, conversation.<br>-Screen sharing to support presentations or working on documents.<br>-Personal data contained in minutes, reports, PowerPoint presentations or relevant documentation used during meetings on a publicly available website or printed to illustrate communication material, photo albums and/or videos | N/A | Adria Congress SRL<br>Via Sassorosa, 35, 47922 Rimini RN, IT,ALY | Contact details to register in events.deleted after the event follow-up unless the participants have given their consent that their data may be used by eu-LISA to invite them to future similar events and activities.<br>**Photos, video recording, sound recording and web-streaming**:<br>- Sound recordings of events, when not for publication, will be deleted after the final report of the event is delivered, but no longer than 6 months after the end of the event.<br>- Video recordings and photographs will be kept for a 2 year period for possible use in eu-LISA reports and publications, after which the data is transferred to the historical archives of eu-LISA.<br>**Meeting related data**: will be deleted after the final report of the event is delivered.<br>**Chat information**: will be deleted after the conference.<br>**Connection data**: will be deleted once the final report and attendance statistics have been produced. | Designated eu-LISA staff members; Other recipients<br>-Participants at the events (limited to contact details, if participants have consented);<br>- Contractors processing the event organisation, photos and videos, catering<br>-Contractors or security staff, if the event takes place in eu-LISA premises, limited only to the data necessary to access the premises.<br>-A wider public if it is provided that personal data is to be published on eu-LISA controlled websites or Social Media channels;<br>-Auditors in charge of a monitoring or inspection task in accordance with the EU legislation;<br>-IT tool provider;<br>-Social Media and third party cookies | None | No | |
| 27 | 00/18/2015 | 05/10/2015 | | General Coordination Unit | **Participants and dissemination of contacts on the industry roundtable "Future of Technology-Assisted Border checks"**<br>**Withdrawn, replaced by 00/32/2020** | Using attendee lists for the eu-LISA industry roundtable event Future of Technology-Assisted Border Checks' and dissemination of attendee lists amongst event participants | Attendees | Contact details | N/A | N/A | Data in electronic format is retained according to the provisions in place for Agency data generally | [illegible] | None | No | |
| 26 | 00/17/2015 | 21/10/2015 | | General Coordination Unit | **Annual eu-LISA stakeholders reception**<br>***Finished** | To contact the individual eu-LISA stakeholders, who register for the participation of the eu-LISA annual stakeholder reception | eu-LISA MB members and Stakeholders who have registered to the reception | Contact details | N/A | N/A | Data is retained for one year, till the next annual stakeholder reception of eu-LISA | GCU staff who have access to the shared folder where the data is stored | | No | |
| 25 | 00/16/2015 | 27/07/2015 | | Resources and Administration Department | **Flexitime** | The implementation of recording flexible working hours for facilitating the conciliation of private/professional life and flexitime administration. | eu-LISA staff members and SNEs | Time records of data subjects | N/A | N/A | Time-sheets and e-mails requesting special recovery leave will be retained only by the HR Assistant in charge of leaves, during the period of one year following their reception. The e-mails request and time sheets sent to line manager will be immediately destroyed by latter | HRTU and Line Managers (Heads of Units and Heads of Sectors) | None | No | |
| 24 | 00/15/2015 | 15/12/2015 | | Resources and Administration Department | **Monthly attendance sheet FWC External Support contract control for the Service Providers (time-sheets)** | Invoicing, which is based on the monthly attendance sheet for normal working hours | Service providers | Contact details, time worked | N/A | N/A | 1 year after expiration of the specific contract | Finance Sector of eu-LISA, RAD, OIAs, OVAs, FIA and FVA | None | No | |
| 23 | 00/14/2015 | 03/11/2015 | 20/04/2018 | Security Unit | **Monitoring the remote access to eu-LISA IT infrastructure** | Monitoring remote access to eu-LISA IT infrastructure for security and technical troubleshooting | eu-LISA Staff members, SNEs, Interns, external contractors | Username, IP address, timestamp, type of event, host checker results, certificates and other information related with the communication status. | N/A | N/A | The event logs are stored for a maximum period of 1 year from the moment of their recording. The data can be stored for additional periods of time in case there is needed for authorised security purposes (for example in order to support the investigation of security incidents). | Security Unit: IT security specialists, security officers<br>Corporate IT Services Sector: network specialists/experts, system engineers, IT infrastructure officers | None | No | |
| 22 | 00/13/2015 | 03/12/2015 | | Resources and Administration Department | **Teleworking** | To authorise and approve a request of a staff member to teleworking | Statutory Staff Members of eu-LISA and Seconded National Experts | Identification data, contact details, request for teleworking | N/A | N/A | 5 years | HRTU staff, Line managers (Heads of Sector and Heads of Unit), Heads of Departments, the EO , in different Units members responsible for time management and Security Sector | None | No | |

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| 21 | 00132/2015 | 26/11/2015 | | General Coordination Unit | **List of participants for organising a stakeholder event**<br>*Finished | Drawing up the list of participants for the Smart Border stakeholder event on 7 December 2015 in Brussels | Smart Borders project managers in MS, Smart Border rapporteurs in the European Parliament, Commission officials and their direct hierarchy in the Commission and the Council Secretariat, Smart Borders contact points of the LU Presidency and the incoming NL Presidency, programme managers responsible for Smart Borders in IRIA, and SIDPS | Contact details | N/A | N/A | The data was be kept until 08.12.2015 | European Commission, DG Home Affairs | None | No | |
| 20 | 00111/2015 | 04/03/2015 | | Resources and Administration Department | **External Active directory** | To enable access to the extranet platform of eu-LISA Agency serving as an identity management mechanism to the resources of the extranet platform | Data of people admitted access to the extranet platform of eu-LISA (Staff members, Management Board, Management of eu-LISA, Members of Advisory Groups, Members of Interest Groups) | Contact details | N/A | National SPOC | Sponsor will be responsible for reviewing the list of participants under his group on a yearly basis. Data retention period of disabled account will be a further year after which account will be deleted | Administrators, Sponsors of the Groups [Application Manager, Management Board Secretariat], other members upon their consent for the purpose of collaboration. | None | No | |
| 19 | 00102/2015 | 22/10/2015 | | Operations and Infrastructure Unit | **Establishing a contact list for sTESTA**<br>*Finished | Establishing a contact list for sTESTA Security Operations Centre for eu-LISA Turn Key Access Points | eu-LISA's Staff identified as contact point for sTESTA SOC | Contact details | N/A | sTESTA SOC | Until 28-09-2016 | sTESTA SOC Staff | None | No | |
| 17 | 00108/2015 | 21/09/2015 | | Human Resources Unit | **Appraisal** | To evaluate the performance and provide an annualy appraisal of eu-LISA staff. | Statutory Staff Members of eu-LISA | Identification data, data relating to career, appraisal and comments by the line manager | N/A | N/A | 5 years | The Jobholder, the Reporting Officer, the Appeal Assessor | None | Yes - Article 27.2.b | Case 2015-0815 |
| 16 | 00070/2015 | 21/09/2015 | | Human Resources Unit | **Probation** | Assessing and reporting on Probationary Periods | Statutory Staff Members | Identification data, data in the Report. | N/A | N/A | 10 years | Concerned statutory staff members, the reporting officers, the Executive Director in his role of Appointing Authority, HRTU | None | Yes - Article 27.2(..) | Case 2015-0808 |
| 15 | 00096/2015 | 28/07/2015 | | Human Resources Unit | **Recruitment** | To enable selection procedures | Applicants | Identification data, career data, spoken languages. | N/A | N/A | For applications received but not selected: the paper dossiers are filed and stored in archives for 2 years after which time they are destroyed; for applicants placed on a reserve list but not recruited: data are kept for the period of validity of the reserve list + 1 year after which time they are destroyed; for recruited applicants: data are kept for a period of 10 years as of the termination of employment or as of the last pension payment after which time they are destroyed.<br>The financial data related to the selection procedure interviews reimbursement is kept for a period of 5 years required by the Financial Regulation | HRTU, to the Selection Committee, and, if necessary, to the Security and/or Legal Officer of eu-LISA | None | Yes - Article 27.2(..) | Case 2015-0635 |
| 14 | 00095/2015 | 01/06/2015 | | Security Unit | **eu-LISA ID Badges - Withdrawn, replaced by Case nr. 00132/2015** | The purposes of processing the personal data as part of the eu-LISA ID badges process are security-orientated and are aimed at:<br>-enter to have an updated evidence of all the personnel who processes an eu-LISA ID badge | Staff members (including temporary and contractual agents, SNEs, interim), visitors to the premises of eu-LISA (people having access to the premises of eu-LISA premises without being under surveillance | Identification data id the subjects (eu-LISA staff, contractors or other guests), including the ID<br>photos received from subjects, staff or external | N/A | N/A | The data is being store for the entire period the data subjects they possess a valid eu-LISA ID badge, because:<br>their need to access exist as long as such valid badges are valid and also an additional 6 months after the validity expiration time, in case there is needed to investigate any related security incidents | Security Sector personnel | None | no | |
| 13 | 00004/2015 | 23/10/2014 | | Security Unit | **Video images of the common access spaces of the eu-LISA HQ premises in Tallinn** | Carrying out a specific control which could allow the eu-LISA security team to prevent, to deter, to impede or to detect actionsevents that might affect security of the Agency, its premises, personnel or assets | Staff members and any other person visiting eu-LISA premises who might pass by areas under surveillance | Video images of data subjects | N/A | N/A | 30 days | Security Unit | None | No | |
| 12 | 00033/2015 | 10/04/2015 | | Resources and Administration Department | **Internal Active Directory** | To enable access to the corporate email system, the corporate end- user workstations (logon access), the intranet and possibly the extranet platform and other corporate platforms and tools | Staff members, interns, SNEs and contractors working for eu-LISA | Contact details | N/A | N/A | Conservation of data is justified by the need of preservation of access to the workstations and corporate platforms | All user accounts in the EU-LISA domain, other EU agencies, EC | None | No | |
| 11 | 00022/2015 | 15/04/2015 | | Security Unit | **Commission access badges security control** | Commission access badges security control | Staff members (including temporary and contractual agents, SNEs, interim) | First name, last name,type of personnel, staff number, expiration date of the validity periode and the department/unit/sector, ID photo | N/A | European Commission | For the entire period the data subjects they possess a valid EU Commission access badge, because their need to access exist as long as they possess such valid badges and also an additional one year after the validity expiration time | Security Sector personnel and EU Commission -DG HR&Security | None | No | |
| 10 | 00031/2015 | 27/01/2015 | | Applications Management and Maintenance | **Eurodac MS#Optical Scan Tests Study**<br>*Finished | To realize a study of the fingerprints capturing devices with a view to support the development of the EURODAC Recast objectives | Non-EU foreign nationals | Fingerprints | N/A | N/A | 2 months from the start of processing | eu-LISA (recipient of the study), Member states (participating in the study). Non personal identifiable data will be disclosed, only the results of the study according to section 9 of the document "Eurodac-MS#Optical Scanning test strategy" | None | Yes - Article 27.1 | DPS_Opinion MS/Case 2015_0082 |
| 9 | 00059/2014 | 12/12/2014 | 17/03/2021 | Internal Audit Capability | **Provision of internal audit services to eu-LISA**<br>**( formerly named 'Fraud Risk Identification and Assessment supporting the drafting of an Antifraud Strategy of the eu-LISA' )** | Personal data is collected for the purpose of provision of internal audit services to eu-LISA such as assurance audits, coordination of external audits and advisory services. The provision of internal services is based on risk identification and assessment including fraud risk. | eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts); Stakeholders of eu-LISA, including Member States representatives; Contractors of eu-LISA providing goods and services and the general public, including visitors, correspondents, enquirers. | Name, contact details and affiliation (e.g. address, first name, surname, e-mail, phone number, citizenship); Details on education, expertise, profession of the person (e.g. CV, trainings); Economic and financial details (e.g. bank account details, expenses, reimbursements; Goods and services the person provides | N/A | N/A | 2 years after the end of the audit process (final report) | Line managers of the data subject, Designated eu-LISA staff members and External service providers who have access to the respective site of the Agency's intranet | None | No | |
| 8 | 00038/2014 | 04/12/2014 | | Human Resources Unit | **eu-LISA faces projects**<br>*Finished | Drawing up the list of participants for the Smart Border stakeholder event on 7 December 2015 in Brussels | Staff members, this includes SNE's, interns, external contractors, trainees | Video and photo of the data subject | N/A | N/A | Data will be stored as long the staff member remains in the Agency | eu-LISA statutory staff, SNEs, interns | None | No | |
| 7 | 00070/2014 | 01/12/2014 | 09/08/2018 | Human Resources Unit | **eu-LISA staff Benchmarking Exercise** | To comply with the common screning methodology to respond to the requirements set on the Framework Financial Regulation (FFR) | Staff members | Organisation level Job Title / No of posts / Job holder / Personnel ID / Category / Function Group / Budget coverage/personnel type / Domain / Function / HRTU First screening value - Type / HRTU First screening value - category/ Managers - Screening correction / Validate «tick» and if not propose alternative / Final - Screening Type / Final - Screening category / Snapshot value 2015 / Remarks / Stability coefficient | N/A | N/A | 2 years | ED, eu-LISA managers | None | No | |
| 6 | 00062/2014 | 20/10/2014 | | Security Unit | **Contact detail of the Security Officers Network (SON) participants**<br>**Withdrawn, replaced by 00137/2015** | The update and maintenance of the contact detail of the Security Officers Network (SON) participants | The following participants who are security experts delegated by their Member State authorities | Contact details | N/A | N/A | Data is retained for as long as their owners, SON participants, take part to the SON | The registers are the Security Officers, the Security Expert (SNE) and the Security Intern who participate on the SON and who have access to the shared folder where the data is stored. | None | No | |
| 5 | 00055/2014 | 03/10/2014 | 03/06/2021 | DPO | **Managing the DP register of processing activities** | The management of the Records of processing activities sent to the eu-LISA DPO the controllers in practice as part of keeping a centralized public register. | eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts); Data Controller in practice, Other eu-LISA staff members (DP contact points) | Name, Surname, professional email address or functional mailbox; Job Title, Unit; Comments in the draft documentation. | N/A | N/A | Data will be kept for as long as the processing operation is ongoing and, therefore, the record exists. All personal data will be deleted a month after the record is archived or becomes obsolete. | Designated eu-LISA staff members, Other recipients:<br>In case a consultation is necessary, the European Data Protection Supervisor (EDPS) | None | No | |
| 4 | 00042/2014 | 03/10/2014 | | Election Board | **Election of a Staff Committee of eu-LISA** | Election of a Staff Committee of eu-LISA | Staff members | Staff member's name, surname, category: TA AD, TA AST ,CA, SNE, intern ; place of work: TLL,STR, BRU | N/A | N/A | By 18 Oct 2014 | The Election Board | None | No | |
| 3 | 00033/2014 | 19/09/2014 | | Applications Management and Maintenance | **actiTIME statistics module**<br>*Finished | To generate the relevant statistics figures based on actitime | Executive Director, Heads of Department, Heads of Unit, Team Coordinators, possibility also for the Team Members. | Windows login user name, which is connected with actiTIME | N/A | N/A | actiTIME statistic module is only using the data stored in actiTIME and according to the retention policy for the actiTIME data | Line Managers | None | No | |
| 2 | 00022/2014 | 23/09/2014 | | Applications Management and Maintenance | **actiTIME**<br>*Finished | To register the activities of the internal eu-LISA staff | eu-LISA personnel | Login Name, First Name, Corporate Email address; for management purpose collected: Department, Arrival date in the DG/agency, Departure date in the DG/agency; Specifically for activity reporting collected: activity information by project (duration, type of activity, free text). | N/A | N/A | To erase users (and their activity) that were disabled since more than 1 year; to erase activity for dates 2 year; to anonymise activities since more than 1 year | Executive Director, Heads of Department, Heads of Unit, Team Coordinators, Team Members | None | No | |
| 1 | 00012/2014 | 16/09/2014 | 13/04/2021 | Corporate Services Unit | **EU Login accounts creation (formerly named 'Creating ECAS accounts for the eu-LISA Staff')** | The purpose of EU Login account creation is to allow authorised eu-LISA users to access a wide range of European Commissions' information systems or services (Sysper II, ECLearn, Mytrainconnex, etc.!), using a single email address and password, called "Single Sign-On". | eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts), contractors of eu-LISA | For Staff members, SNE's and Interns:<br>First and last name, PerID personnel number and contract start and end dates are sent to Corporate ICT Service Desk Team by eu-LISA HR Unit, after necessary information is provided in the RETO Portal by HRU for the generation of a PerID (this includes processing of birth date of the Agency's personnel). Name, account and email address are created in the Corporate ICT Services information system - Active Directory is also used for this purpose. First and last name, PerID number, UnitSector and start and end dates of the signed employment contract are then entered in Sysper II by the eu-LISA HRU Sysper team.<br><br>For Interims:<br>If needed for performing their duties, the hierarchy of the data subject requests the creation of an EU Login account for the data subject by providing the first-and last name.The city of employment is deduced from the telephone number visible in the eu-LISA Active Directory. Upon receiving agreement of the data subject to use their data by replying to an email and providing the birth date, the Corporate ICT Service Desk Team creates the account in the Corporate ICT Services information system - Active Directory. The telephone number which is used for the creation of the EU Login account. User account name, email address and is created in the Corporate ICT Services information system - Active Directory is also use for this purpose. The start- and end dates of the contract are provided by the External Support Team in the Finance and Procurement Unit upon announcing the new or extended contract. First- and Last name, PerID number, UnitSector and start- and end dates of the signed Specific Contract are then provided to eu-LISA HRU Sysper team for Sysper II registration | N/A | N/A | As long as the individual has any relationship with eu-LISA without prejudice of eu-LISA backup policy. Personal data are stored for the duration of the contract of the data subject with euLISA and is deleted from the Intranet Page and uploaded to CONREF portal, deleting the data from CONREF within a 2-month period after the end of the contractual relationship of the data subject. | eu-LISA Corporate ICT Service Desk team members<br>eu-LISA HRU Sysper team-members<br>European Commission RETO and CONREF services | None | No | |