



Record of processing activity

PROCESSING OF PERSONAL DATA IN THE CONTEXT OF REQUESTS AND COMPLAINTS UNDER ARTICLE 90 OF THE STAFF REGULATIONS OF OFFICIALS

Record of EBA activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 (EUDPR)

Nr	Item	Description
Part 1 - Article 31 Record (publicly available)		
1	Last update of this record	11/05/2021
2	Reference number	EBA/DPR/2021/1
3	Name and contact details of controller	Controller: European Banking Authority, Tour Europlaza, 20 avenue André Prothin, CS 30154, 92927 Paris La Défense CEDEX, France Contact: hrteam@eba.europa.eu.
4	Name and contact details of DPO	dpo@eba.europa.eu
5	Name and contact details of joint controller (where applicable)	Not applicable
6	Name and contact details of processor (where applicable)	Not applicable
7	Short description and purpose of the processing	The purpose of the processing is to respond to requests and complaints under Article 90 of the Staff Regulations. The processing of personal data in relation to requests/complaints under Article 90 of the Staff Regulations consists of preparing a response to the requestor/complainant, on receipt of any advice from the Legal and Compliance Unit. The EBA maintains files of complaints and related documentation. The processing of the data will not be used for any automated decision making, including profiling.

Nr	Item	Description
8	Description of categories of persons whose data the EDPS processes and list of data categories	<p>Categories of persons: Staff members for whom the Executive Director is the appointing authority; external candidates to EBA's selection procedures.</p> <p>Data categories: identification and contact information of the requestor/complainant (name, address, e- mail, telephone, fax); any relevant information for the handling of the request/complaint, such as: professional work experience, case involvement data, information related to the request/complaint and personal data of natural persons mentioned in the request/complaint.</p>
9	Time limit for keeping the data	<p>Data relating to Article 90 procedures are to be stored 5 years after the decision on the request/complaint has been adopted, provided there are no pending claims, actions or any other open issues.</p>
10	Recipients of the data	<p>The EBA's staff responsible for carrying out the processing operations (e.g. the Human Resources Unit, the Legal Unit, the Executive Director; in case of transfer to another Institution/Agency, the staff member in charge of personal files in this Institution/Agency). 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. EC internal audit, Court of Auditors, European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor). Where further action is taken by the requestor/complainant, the European Ombudsman, the EDPS, the complainant's legal counsel and court personnel, as necessary, will have access.</p>
11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12	General description of security measures, where possible	<p>Organisational measures include restricting access to the personal data solely to authorized persons of the Legal Affairs Unit with a legitimate need to know for the purposes of processing the Article 90 complaints. The final decision and the complaint are stored in the personal file. This paper file is stored in a cupboard in a locked office to which only a restricted number of staff from HRU have access on a need-to-know basis.</p>
13	For more information, including how to exercise	Link to data protection notice

Nr	Item	Description
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		your rights to access, rectification, object and data portability (where applicable), see the data protection notice:
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