

## Cedefop record of processing activity

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

Nr.	Item	Description
<b>Removals</b>		
1.	Last update of this record	16/03/2020
2.	Reference number	CDFNOT040 – Removals
3.	Name and contact details of controller	<p>Cedefop – European Centre for the Development of Vocational Training  <b>Postal address:</b> Cedefop Service Post, Europe 123, 570 01 Thermi, GREECE  <b>Telephone:</b> (+30) 2310-490111  <b>Email:</b> <a href="mailto:info@cedefop.europa.eu">info@cedefop.europa.eu</a></p> <p>Responsible department or role:            DRS / Human Resources</p> <p>Functional email address for enquiries on processing of personal data:  <a href="mailto:hr_data_protection@cedefop.europa.eu">hr_data_protection@cedefop.europa.eu</a></p>
4.	Name and contact details of DPO	<a href="mailto:data-protection-officer@cedefop.europa.eu">data-protection-officer@cedefop.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	<ul style="list-style-type: none"> <li>• HR staff dealing with removal</li> </ul>

		<ul style="list-style-type: none"> <li>• Finance staff dealing with removal</li> <li>• Staff involved in the payment workflow (includes the Authorising Officer by delegation for the related budget line)</li> </ul>
7.	Very short description and purpose of the processing	<p><b>Description of this processing operation:</b>  Staff members have the right to reimbursement of removal expenses on taking up duty and on leaving the service up to a cost ceiling. The staff member obtains 1 quotations from a removal company using the official removal quotation form and then requests approval by Cedefop for the costs using the "removal request form".</p> <p><b>Purpose of the processing:</b>  The purpose is to check and approve the removal quote submitted by staff members in relation to their removal on taking up duties or at the end of employment. Approval of the removal quote is a precondition for Cedefop to cover the removal expenses. If the removal is carried out without the Administration's (HR's) prior authorisation, Cedefop may refuse to reimburse the removal costs or any amount it considers unjustified. If the Administration considers that the quotation submitted is too high, it may ask other removal firms to submit quotations.</p> <p><b>Legal basis of the processing operation:</b>  Data is processed in accordance with the objectives of:</p> <ul style="list-style-type: none"> <li>• Article 9 of Annex VII to the Staff Regulations</li> <li>• Articles 23 and 92 of the Conditions of Employment of Other Servants</li> <li>• Implementing provision Cedefop/DGE/19/2014</li> </ul>
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p><b>Data subjects:</b> Any official, temporary agent or contract agent who applies to have his/her removal costs covered by Cedefop on taking up duties or at the end of employment.</p> <p><b>Categories of personal data processed:</b></p> <ul style="list-style-type: none"> <li>• Name of the staff member</li> <li>• Present address</li> </ul>

		<ul style="list-style-type: none"> <li>• Future address</li> <li>• Volume, type and value of furniture/belongings to be removed</li> </ul>
9.	Time limit for keeping the data	Data are stored for 5 years, as this time limit is linked to the budget execution.
10.	Recipients of the data	No recipients other than the processors defined above
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	n/a
12.	General description of security measures where possible.	<p>All data processing is confidential. Access to the processing operation and the data is restricted to those persons who "need to know" for the performance of their duties. In particular:</p> <ul style="list-style-type: none"> <li>• The hard copy of the documents is stored in locked filing cabinets to which only authorised finance staff has access.</li> <li>• Data are stored in Fibus, which has a clearly defined access policy with limited access; protected by username and password and an auditing function</li> </ul>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<i>Privacy Statement available on intranet</i>