

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
Execution of the salary payments based on staff entitlements		
1.	Last update of this record	16/03/2020
2.	Reference number	CDFNOT016 – Execution of the salary payments based on staff entitlements
3.	Name and contact details of controller	<p><u>Cedefop – European Centre for the Development of Vocational Training</u> Postal address: Cedefop Service Post, Europe 123, 570 01 Thermi, GREECE Telephone: (+30) 2310-490111 Email: info@cedefop.europa.eu</p> <p>Responsible department or role: DRS / Human Resources</p> <p>Functional email address for enquiries on processing of personal data: hr_data_protection@cedefop.europa.eu</p>
4.	Name and contact details of DPO	data-protection-officer@cedefop.europa.eu
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	Only the HR and Finance staff (including Accountant) and the staff member concerned have access to the salary slips.

7.	Very short description and purpose of the processing	<p>The purpose of the processing is to ensure the correct and timely payment of staff salaries, based on their grade and entitlements.</p> <ul style="list-style-type: none"> • HR assistant 1 prepares an excel with the salary changes (i.e. step change, information on new staff member, information on allowances -education, household, dependents, telephone costs, part-time, parental/family leave, etc.) and sends it to PMO by the 15th of each month. • PMO encodes the changes in their software system (NAP) and sends the various reports for the payment of the salaries to HR assistant 1 in Cedefop. • HR assistant 1 saves all the information in the Records Bank where only HR Finance/ Accounting has access. • HR assistant 1 deletes the email. • HR assistant 1 prints, checks and initials the "liste bancaire" • HR assistant 2 checks and signs 'conforme aux faits' the "liste bancaire" • Head of DRS signs 'bona payer' the "liste bancaire" • Finance department receives the signed "liste bancaire" and starts the preparation for payments • Head of DRS signs the payment order as authorising officer by delegation. • HR assistant 1 checks that changes were executed by PMO. If the changes have not been taken into account, the information is re-sent in the next month's salary changes. • HR assistant informs/discusses with staff members changes in salaries, where applicable. • Accountancy prepares the regularisation of salaries based on reports received from PMO • HR assistant 1 and 2 performs the regularisation of salaries in Fibus. Salaries are paid into staff members' bank accounts. <p>Data is processed in accordance with the objectives of:</p> <ul style="list-style-type: none"> • Title V, Chapter 1 of the Staff Regulations, Annex VII and Annex XI of the Staff Regulations • Title II-chapter 5, Title IV-chapter 7 of the CEOS
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		<ul style="list-style-type: none"> • Service level agreement signed with PMO
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p>Data subjects: The data subjects are officials, temporary agents and contract agents currently (or very recently) in employment with Cedefop.</p> <p>Categories of personal data processed: The data may contain any of the following information:</p> <ul style="list-style-type: none"> • Surname and first name • Nationality • Date of Birth • Gender • Administrative status, grade and step (e.g. Temporary agent ADS/2) • Managerial allowance (where applicable) • Place of origin • Household allowance • Dependent child/Person treated as dependent child information • Education allowances per dependent child • Expatriation/foreign residence allowance • Marriage/divorce/Recognised partnership • Birth of child/adoption of a child • Installation/Resettlement allowance • Daily subsistence allowance • Cost of telephone calls • Postal expenses
9.	Time limit for keeping the data	Records related to giving instructions to the Paymaster in Brussels for the payment of staff salaries are kept for 10 years.
10.	Recipients of the data	<p>The data may be disclosed to the following recipients:</p> <ul style="list-style-type: none"> • Human Resources Service • Finance and Accounting • PMO • the legal function of Cedefop

		<ul style="list-style-type: none"> • the Court of Auditors and the Internal Audit Service of the Commission • the European Ombudsman, the Civil Service Tribunal and the European Court of Justice.
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.	<ul style="list-style-type: none"> • The hard copy file is stored in a locked filing cabinet to which only authorised HR staff has access. • Access to the Livelink folder is restricted. • All data processing is confidential. • Communication of data is restricted to those persons who "need to know" for the performance of their duties.
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>