



EMA/414540/2019

## Record of data processing activity relating to emergency contact details (public)

1.	Last update of this record, version number:	31 December 2019, version 1
2.	Reference number:	A14
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of Administration and Corporate Management Division datacontroller.administration@ema.europa.eu
4.	Name and contact details of DPO:	dataprotection@ema.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	The current system "RapidReach" is provided by Enera Inc. The contact details of the data processor are the following: info@enera.com; <a href="https://www.rapidreach.com/">https://www.rapidreach.com/</a>
7.	Purpose of the processing	To collect staff members' contact details which are required in case of an emergency/invocation of Business Continuity Plan.
8.	Description of categories of persons whose data EMA processes and list of data categories	The following categories of data subjects are subject to this processing operation: <ul style="list-style-type: none"><li>• Temporary Agents</li><li>• Contract Agents</li><li>• Seconded National Experts</li><li>• Trainees</li><li>• Interims</li><li>• Contractors on-site</li></ul>



		<p>The following categories of personal data are collected for this processing operation:</p> <ul style="list-style-type: none"> <li>• First name</li> <li>• Surname</li> <li>• Private mobile number</li> <li>• Home telephone number</li> <li>• Alternate telephone number (if applicable)</li> <li>• Work Email address</li> <li>• Work telephone number</li> </ul>
9.	Time limit for keeping the data	Staff members' emergency contact details are kept according to EMA's "Internal guidance for archiving and disposal of documents in Staff Matters, Talent Acquisition and Competency Development services", which states that personal files are kept as long as the staff member is under employment and will be deleted thereafter.
10.	Recipients of the data	The Business Continuity Coordinators from all divisions as well as the EMA staff members working for the organisational entity dealing with Quality and Risk Management have access to staff's emergency contact details.
11.	Are there any transfers of personal data to third countries or international organisations?	Not applicable
12.	General description of security measures, where possible.	<p>The Agency has appropriate technical and organisational measures in place, including organisational policies, to safeguard the security of personal data and ensure the confidentiality, integrity and availability of the relevant systems, services and the personal data processed within them. In particular,</p> <ul style="list-style-type: none"> <li>• In order to safeguard personal data against any possible misuse or unauthorised access, access to electronic information is restricted;</li> <li>• Full access to all data is only given to admin users. These users have a specific password protected profile from which they can access staff's data for either testing or maintaining purposes or in case of an emergency;</li> <li>• The admin users are the Business Continuity Coordinators from all divisions as well as the head of Quality Assurance and Risk Management as well as his back-up.</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:	<p>Details concerning the processing of your personal data are available on the Agency's website at: <a href="https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement">https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement</a>, where you may find the EMA General Privacy Statement as well as the privacy statements on specific data processing operations.</p>