



EMA/573861/2019

Record of data processing activity relating to honours and decorations (public)

1.	Last update of this record, version number:	31 December 2019, version 1
2.	Reference number:	A12
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)	Not applicable
7.	Purpose of the processing	Processing of personal data is necessary and relevant for processing offers of honours and decorations of staff members.
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">• Temporary Agents and Contract Agents The following categories of personal data are collected for this processing operation: <ul style="list-style-type: none">• Forename and surname• Details about the specific honour or decoration



9.	Time limit for keeping the data	<p>Temporary Agents and Contract Agents are covered by Article 26 of the Staff Regulations. The personal file of an official shall contain all documents concerning his administrative status.</p> <p>EMA's "Internal guidance for archiving and disposal of documents in Staff Matters, Talent Acquisition and Competency Development services" states that personal files are kept until the staff member is deceased and pension payments to dependents end.</p> <p>The European Commission's "<i>Liste commune de conservation des dossiers au niveau de la Commission européenne</i>" SEC(2007)970/1 states that personal files are kept for up to 8 years after the extinction of all rights of the person concerned and of any dependants, but until at least 120 years after the date of birth of the interested party.</p> <p>For a complete list of the retention periods, please contact the controller. Further information is available internally to the concerned data subjects.</p>
10.	Recipients of the data	<p>Organisational entity at EMA responsible for code of conduct issues</p> <p>EMA Verifying Officer</p> <p>EMA Authorising officer</p> <p>Court of Auditors</p> <p>According Article 26 of the Staff Regulations the personal file shall be forwarded to the Court of Justice of the European Union if an action concerning the staff member is brought.</p>
11.	Are there any transfers of personal data to third countries or international organisations?	No
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. Detailed information about the applied measures can be found in internal documents.</p> <p>Should EMA staff members wish to know about the security of their personal data, they should contact the controller. In particular, in order to safeguard personal data against any possible misuse or unauthorised access, electronic and paper information is accessible with a restricted access only and only to people having a need to know.</p>
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: https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement, where you may find the EMA General Privacy Statement as well as the privacy statements on specific data processing operations.</p>