



EMA/571888/2019

Record of data processing activity relating to special education allowance (public)

1.	Last update of this record, version number:	31 December 2019, version 1
2.	Reference number:	A11
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 to determine the entitlement for reimbursement of costs incurred for exceptional and special education needs of children of Temporary Agents and Contract Agents.
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• Contract Agents The following categories of personal data are collected for this processing operation: <ul style="list-style-type: none">• First name• Surname• Health and disability status of the children of staff members

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9.	Time limit for keeping the data	5 years after annual budget discharge by the European Parliament
10.	Recipients of the data	<p>Organisational entity at EMA responsible for the processing of salaries, grants and allowances</p> <p>Initiating Agent (EMA staff member)</p> <p>EMA Joint Committee Members</p> <p>EMA Verifying Officer</p> <p>EMA Authorising officer</p> <p>Paymaster Office from the European Commission</p> <p>Court of Auditors</p> <p>According to 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?	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"> • Paper copies are stored in locked cabinets; • Electronic copies can be accessed only through PC, Infoview and SAP Finance passwords; • The electronic documents are saved in an area with restricted access limited to the person responsible for the processing; • Only persons responsible for administering the service have access to the full personal data. The electronic documents circulating have the personal data redacted; • In accordance with Article 26 of the Staff Regulations the personal file is kept confidential and consulted only in the offices of the administration or on a secure electronic medium.
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>