



3 June 2022
EMA/569172/2022

Records of data processing activity for planned presence in EMA's office building (public)

1.	Last update of this record, version number:	03 June 2022, new version
2.	Reference number:	A44
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of the 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	<p>Due to relaxation of rules and gradual lifting of almost all coronavirus measures in the Netherlands and EMA's office as of 28 March 2022, a mandatory presence in the building for EMA staff and contractors is required of at least 40% of the working time.</p> <p>The purpose of this data processing is to ensure;</p> <ul style="list-style-type: none">• The adequate working environment for EMA staff and onsite contractors. Facilities Services require reliable information on the expected numbers of daily presence in the building to provide adequate level of services such as catering (e.g. number of meals to be prepared daily), cleaning, security, reception and hosting, parking spaces etc. The Agency must manage its contracted services cost-effectively and minimise waste, e.g. food

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		<p>waste. The numbers of expected presence daily are needed.</p> <ul style="list-style-type: none"> To provide teams and managers with a tool to organise their workload and resources on any given day and ensure visibility of their team's presence on site.
8.	Description of categories of persons whose data EMA processes and list of data categories	<p>The personal data concerned are:</p> <ul style="list-style-type: none"> when staff members are planning to work from the office building. The information needs to be provided every week by the end of Wednesday for the following week's presence. <p>The planned presence spreadsheet itself also includes other personal data such as:</p> <ul style="list-style-type: none"> Name of the person, The person's Division/Department/Service or Task Force or Advisory Function, The person's desk or office number.
9.	Time limit for keeping the data	The data will be kept for two months and deleted afterwards every quarter.
10.	Recipients of the data	The data collected will be available to all EMA staff. The total daily summary levels will be gathered and provided to facilities services providers.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Not applicable
12.	General description of security measures, where possible.	Not applicable
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Here you may find the data protection notice regarding this specific data processing operation:</p> <p>A44 Data Protection Notice for planned presence in EMA's office EMA/237796/2022 (internal link only) https://docs.eudra.org/webtop/drl/objectId/090142b28521754d</p>