



EMA/686449/2019

Records of data processing activity regarding absences due to illness or accident (public)

1.	Last update of this record, version number:	17 December 2019, version 1
2.	Reference number:	A21
3.	Name and contact details of controller:	European Medicines Agency Internal contact: Head of Administration and Corporate Management Division health@ema.europa.eu
4.	Name and contact details of DPO:	dataprotection@ema.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	WorkingStyle Savannahweg 17 3542 AW UTRECHT (T) 030 606 29 29 (F) 084 727 12 12 www.workingstyle.nl email: ema@workingstyle.nl
7.	Purpose of the processing	The purpose of this data processing activity is the management and processing of documents related to absences due to illness or accident. In accordance with Article 59 of the Staff Regulations of Officials (SR) ¹ as well as Articles 16 and 59 of the Conditions of Employment of Other Servants of the European Union

¹ Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community. Available here: [https://eur-lex.europa.eu/eli/reg/1962/31\(1\)/oj/eng](https://eur-lex.europa.eu/eli/reg/1962/31(1)/oj/eng)



		<p>(CEOS)² an official (i.e. EMA staff member) who provides evidence of being unable to carry out his duties by reason of illness or accident shall be entitled to sick leave. Such evidence includes, for example, a medical certificate to be provided if a staff member is absent for more than three days.</p> <p>Accordingly, the purpose of this processing activity is to enable the medical service provider to receive documents/information from EMA staff members related to absences due to illness or accident. In addition, the medical service provider may request a follow-up telephone call for the following purposes:</p> <ul style="list-style-type: none"> • discuss and verify the absence duration exceeding three days, • ensure the wellbeing of the staff member, discuss treatment plan and any particular needs of the staff member, • ensure that the staff member is seeking an appropriate treatment, • schedule a follow up consultation with the in-house medical advisor/occupational health physician in order to validate the duration of the absence during the consultation. <p>The medical service provider evaluates the documents/information provided taking into account any medical information/diagnosis these may contain in order to record and validate the reported sick leave duration in accordance with the above referred provisions, as well as the applicable implementing rules regarding absences on grounds of health or accident in force at the Agency, e.g. the Commission Decision N° 92-2004 of 06.07.2004 introducing implementing provisions on absences as a result of sickness or accident³.</p>
8.	Description of categories of persons whose data EMA processes and list of data categories	<p>Categories of persons concerned: EMA staff members including</p> <ul style="list-style-type: none"> • Contract Agent • Temporary Agent • Seconded National Experts <p>In this processing operation the medical service provider processes data directly collected from you. Such data may include the following:</p> <ul style="list-style-type: none"> • Staff member's name and surname;

² *Ibid.*

³ Doc. ref. C(2004)1597.

		<ul style="list-style-type: none"> • Personnel number; • Date of birth; • Gender; • Working pattern and number of hour worked; • EMA email and extension line; • Personal email and telephone number in case staff member is on sick leave; • Staff member's address or place of stay (in case of sickness abroad or sick leave during annual leave); • In addition, the Agency will process the opinion of the medical service provider e.g. the validation of your sick leave duration. <p>In this processing operation the medical service provider processes data as follows:</p> <ul style="list-style-type: none"> • Data collected directly from the staff member at the time of email submission of the medical documentation to the medical service provider; • or data directly provided by the staff member to the medical service provider during a follow- up telephone call for a particular assessment.
9.	Time limit for keeping the data	<p>The appointed medical service provider does not store data for longer than necessary to comply with legal requirements (such as the 7-year period set by the tax authorities for the administration of a company).</p> <p>In accordance with its legal obligations, EMA shall keep your name and the absence record referral on the supporting financial documentation for 5 years from the date of budget discharge (which is the date of the European Parliament's final approval of the budget implementation for the concerned year). Accordingly, EMA will delete your name and date of birth kept in the financial documentation no later than within 8 years following the submission of the medical documentation.</p>
10.	Recipients of the data	<p>The data collected by the medical service provider will be processed only by the medical service provider. Start and end date of absence is shared with EMA nominated staff within Staff Matters Service.</p> <p>EMA processes internally through nominated and restricted staff members responsible for Medical Services and</p>

		Occupational Health area in the Staff Matters Service within the EMA Administration and Corporate Management Division.
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.	<p>The medical service keeps the data electronically in an absence management system that provides encrypted channels to end users, in a secure private cloud based infrastructure.</p> <p>Nominated and restricted staff within the EMA Administration and Corporate Management Division responsible for Medical Services and Occupational Health area in the Staff Matters Service process the start and end date of the sickness by making a record in the SAP HR.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Privacy statement is provided internally to data subjects concerned.