



EMA/429999/2019

Record of data processing activity relating to missions (public)

1.	Last update of this record, version number:	31 December 2019, version 1
2.	Reference number:	A6
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 of Staff Members is relevant for managing missions.
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;• Seconded National Experts;• Trainees;• Interims (only with derogation from the authorising officer). The following categories of personal data are collected for this processing operation: <ul style="list-style-type: none">• Identification data of the staff



		<ul style="list-style-type: none"> Data regarding the mission itself: place(s) of the mission and transit, date of departure and arrival, means of transport, name and place of the hotel, hotel invoices, start and end times of the professional commitments, possible combined holidays, possible request for anticipating budget for expenses, the budget line on which the mission will be paid, the mission number and the confirmation number created when the authorising officer signs for agreement.
9.	Time limit for keeping the data	<p>5 years after annual budget discharge</p> <p>Once the legal deadline has expired, the file shall be deleted following the internal guidance.</p> <p>Paper copies pre 2015 are archived following archiving policy.</p>
10.	Recipients of the data	The respective EMA staff members, assistants given specific access rights and dealing with missions, the EMA managers approving the mission requests and the reimbursement request, the EMA Verifying Officers, EMA Security Officer, EMA Authorising Officer, EMA Mission Office, IAS as internal auditor, the European Court of Auditors.
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.	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. Should EMA staff members wish to know about the security of their personal data, they should contact the controller.
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:</p> <p>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>