



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

7 November 2025
EMA/357549/2025

Records of data processing activity

Name and reference number of processing operation: Internal publication of appointments, transfers and departures, EMA-A-074

1.	Last update of this record, version number:	7 November 2025, version 1	
2.	Reference number:	A-074	
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of Administration and Corporate Management Division Contact: 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)	N/A	
6.	Name and contact details of processor (where applicable)	Activity	Processor
		Online storage of documents and email exchange through Outlook	Microsoft Ireland Operations Limited One Microsoft Place, South County Business Park, Carmanhall and Leopardstown, D18 P521, Dublin-Ireland
		HR database (used for extracting data)	SAP Belgium – Systems, Applications and Products SA Hermeslaan 9 1831, Diegem-Belgium
		Intranet	Interact Software Solutions Limited



		24 Mount Street, M2 3NX, Manchester-United Kingdom
7.	Purpose of the processing	The quarterly publication of appointments, transfers and departures at the Agency in its intranet, is part of the Agency's compliance with the requirement from Article 25 of the Staff Regulations of Officials of the European Union. This publication is taking place in the Agency's Intranet.
8.	Description of categories of persons whose data EMA processes and list of data categories	Temporary and Contract Agents Data may include the following: • Personal data about the staff member concerned, i.e. surname and first name; • Start, transfer and departure dates; • Last assigned organisational entity (departures) and new assigned organisational entity (appointments and transfers); • Contract type; • Type of transfer i.e. temporary or permanent, direct appointment (transfer in the interest of the service) or through publication.
9.	Time limit for keeping the data	12 months from the publication date. Data is published quarterly and retroactively, i.e., captures the previous 3 months.
10.	Recipients of the data	Data collected is processed internally by dedicated staff within the EMA Administration and Corporate Management Division and the Intranet Team responsible for each stage of the process. Data is disclosed to everyone with access to the EMA intranet.
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.	To protect personal data of data subjects, EMA has put in place several contractual safeguards complemented by technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. The publication is taking place in the Agency's Intranet, where access is granted only to staff members and other contractors who have an account with personal username and password.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the relevant Data Protection Notice:	Details concerning the processing of your personal data are available on the Agency's website at: Data protection and privacy at EMA European Medicines Agency (EMA) The relevant data protection notice regarding this specific data processing operation is available in the internal Agency's document repository.

