



EMA/405230/2019

Record of data processing activity relating to staff absences (public)

1.	Last update of this record, version number:	23 November 2021, version 2
2.	Reference number:	A2
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)	SuccessFactors e-recruitment module: SAP Belgium – Luxembourg: privacy@sap.com OASIS (Offsite Archive Storage and Integrated Services) swright@grcilaw.com
7.	Purpose of the processing	Processing of personal data of Staff Members is necessary for managing absences. Sick leave start and end dates are retained to calculate the paid sick leave entitlement as per Article 16(2) of the CEOS (Conditions of Employment of Other Servants of the European Union of Regulation No 31 (EEC)).
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

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		<ul style="list-style-type: none"> • Seconded National Experts • Trainees • Interims <p>The following categories of personal data are collected for this processing operation:</p> <ul style="list-style-type: none"> • First name • Surname • Date of Birth • Proof of the absence required • Contact details
9.	Time limit for keeping the data	<p>Staff members absence requests on paper or as an electronic attachment are retained for a period of 4 years (2 years in house and 2 years off-site at OASIS). An instruction is sent manually to OASIS for the destruction of documents on a per-record basis. OASIS then provide receipt of the successful destruction.</p> <p>Sick leave records of Temporary and Contract Agents without confidential medical data, i.e. only the start and end dates of the sick leave episodes, are kept throughout the staff members career to enable the calculation of the maximum paid sick leave, stated in Article 16(2) of the CEOS (Conditions of Employment of Other Servants of the European Union of Regulation No 31 (EEC)).</p> <p>After that absence records without attachments are retained electronically in SAP HR for statistical purposes and stripped of confidential information.</p>
10.	Recipients of the data	<p>Line managers and their assistants can see the absence days and the absence type and the specific absence reason, but not the proof. The proof is visible only to the staff members working in Organisational entity at EMA responsible for the processing of absences.</p> <p>Staff members can see the days other colleagues are absent, but not the specific absence reason.</p> <p>In addition, we may share your personal data related to absence management with the following functions, divisions, and institutions, on a need-to-know basis:</p> <ul style="list-style-type: none"> • Organisational entity at EMA responsible for the processing of absences, • Organisational entity at EMA responsible for the processing of salaries, grants and allowances, • EMA Verifying Officer, • EMA Authorising officer, • EMA Accounts payable (restricted information of amount and vendor only), • Paymaster Office from the European Commission, • Court of Auditors.

		<ul style="list-style-type: none"> According 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.
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:	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.