

## RECORD OF PERSONAL DATA PROCESSING ACTIVITY according to Article 31 of Regulation (EU) 2018/1725

### ▶ Childminding

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#### General information

<b>Introduction</b>
EIOPA, as a European Authority, is committed to protect individuals with regard to the processing of their personal data in accordance with Regulation (EU) No 2018/1725 (further referred as the Regulation) <sup>1</sup> .
<b>Contact Details of Data Controller(s)</b>
Fausto Parente, Executive Director Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:fausto.parente@eiopa.europa.eu">fausto.parente@eiopa.europa.eu</a>
<b>Contact Details of the Data Protection Officer</b>
Eleni Karatza Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:dpo@eiopa.europa.eu">dpo@eiopa.europa.eu</a>
<b>Contact Details of Processor</b>
EIOPA’s Team/Unit/Department responsible for the processing: - HR Unit

<sup>1</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Description and Purpose of the Processing

Description of Processing
<p>1. The processing of personal data is performed for EIOPA:</p> <ul style="list-style-type: none"> <li>a) to ascertain the right to all its employees (including Temporary Agents (TA), Contract Agents (CA), Seconded National Experts (SNEs), as well as trainees, consultants and interim staff) to access a sponsored place at a child-minding facility of a service provider EIOPA has a contract with;</li> <li>b) assess the amount the parent has to contribute.</li> </ul> <p>2. Personal data collected are processed according to the conditions set out in the abovementioned Regulation.</p> <p>3. Data will not be used for any purposes other than the performance of the activities specified above.</p>
Purpose (s) of the processing
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Staff administration</li> <li><input checked="" type="checkbox"/> Relations with external parties</li> <li><input checked="" type="checkbox"/> Procurement and accounting</li> <li><input type="checkbox"/> Administration of membership records</li> <li><input type="checkbox"/> Auditing</li> <li><input type="checkbox"/> Information administration</li> <li><input type="checkbox"/> Other (please give details): .....</li> </ul>
Lawfulness of Processing
<ul style="list-style-type: none"> <li>• Legal Basis justifying the processing: The legal basis for this processing operation is:             <ul style="list-style-type: none"> <li>a) For TAs and CAs:                 <ul style="list-style-type: none"> <li>- Article 67 of the Staff Regulations and Article 2 of Annex VII thereto;</li> <li>- Articles 20 and 92 of the CEOS.</li> </ul> </li> <li>b) For SNEs and trainees:                 <ul style="list-style-type: none"> <li>- Management Board Decision of 13 March 2017 laying down Rules on the Secondment of National Experts (EIOPA-MB-17/013);</li> </ul> </li> <li>c) For consultants/interim staff:                 <ul style="list-style-type: none"> <li>- German law on temporary agency workers - "Arbeitnehmerüberlassungsgesetz" (AÜG);</li> </ul> </li> <li>d) For all of the above:                 <ul style="list-style-type: none"> <li>- Manual on childminding for EIOPA employees' dependent children prior to attending the European School, as updated in March 2023.</li> </ul> </li> </ul> </li> <li>• Processing is necessary:             <ul style="list-style-type: none"> <li><input type="checkbox"/> for the performance of a task carried out in the public interest</li> </ul> </li> </ul>

<input type="checkbox"/> for compliance with a legal obligation to which the Controller is subject <input checked="" type="checkbox"/> for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract <input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person Or <input type="checkbox"/> Data subject has given his/her unambiguous, free, specific and informed consent
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## Data Subject's Rights

### Information on how to exercise data subject's rights

Data subjects may exercise their data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.

Data subjects have the right to:

- access their personal data, receive a copy of them in a structured and machine-readable format or have them directly transmitted to another controller, as well as request their rectification or update in case they are not accurate.
- request the erasure of their personal data, as well as object to or obtain the restriction of their processing.
- withdraw their consent to the processing of their personal data at any time in case such processing is based solely on their consent.

For the protection of the data subjects' privacy and security, every reasonable step shall be taken to ensure that their identity is verified before granting access, or rectification, or deletion.

Should data subjects wish to access/rectify/delete their personal data, or receive a copy of them/have it transmitted to another controller, or object to/restrict their processing, please contact [human.resources@eiopa.europa.eu](mailto:human.resources@eiopa.europa.eu) or [DPO@eiopa.europa.eu](mailto:DPO@eiopa.europa.eu).]

#### Complaint:

Any complaint concerning the processing of the data subjects' personal data can be addressed to EIOPA's Data Protection Officer ([DPO@eiopa.europa.eu](mailto:DPO@eiopa.europa.eu)). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)).

#### Restrictions (Note 8):

Without prejudice to the above, rights might be restricted in accordance with EIOPA's decision on the restriction of data subject's rights (EIOPA-MB-19-056).

Categories of Data Subjects & Personal Data

Categories of Data Subjects
<input checked="" type="checkbox"/> EIOPA permanent staff, Temporary or Contract Agents <input checked="" type="checkbox"/> SNEs, trainees, consultants and interim staff <input type="checkbox"/> Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other) If selected, please specify: ..... <input type="checkbox"/> Providers of good or services <input type="checkbox"/> Complainants, correspondents and enquirers <input checked="" type="checkbox"/> Relatives and associates of data subjects <input type="checkbox"/> Other (please specify): .....
Categories of personal data
<p><b>(a) General personal data:</b></p> <p>The personal data contains:</p> <input checked="" type="checkbox"/> Personal details: - Name, date of birth and gender of dependent child; - Name, address, contact telephone number(s), email address of staff member; - Name, address, contact telephone number(s), email address of other parent; <input type="checkbox"/> Education & Training details <input checked="" type="checkbox"/> Employment details <input checked="" type="checkbox"/> Financial details - Annual net family income including supporting documentation. <input checked="" type="checkbox"/> Family, lifestyle and social circumstances <input type="checkbox"/> Other (please give details): .....
<p><b>(b) Special categories of personal data</b></p> <p>The personal data reveals:</p> <input type="checkbox"/> Racial or ethnic origin <input type="checkbox"/> Political opinions <input type="checkbox"/> Religious or philosophical beliefs <input type="checkbox"/> Trade union membership <input type="checkbox"/> Genetic or Biometric data <input type="checkbox"/> Data concerning health, sex life or sexual orientation

### Categories of Recipients & Data Transfers

Recipient(s) of the data
<input type="checkbox"/> Managers of data subjects <input checked="" type="checkbox"/> Designated EIOPA staff members If selected, please specify: - HR, Legal and Finance Units, on a need-to-know basis. <input type="checkbox"/> Relatives or others associated with data subjects <input type="checkbox"/> Current, past or prospective employers <input type="checkbox"/> Healthcare practitioners <input type="checkbox"/> Education/training establishments <input type="checkbox"/> Financial organisations <input checked="" type="checkbox"/> External contractor <input checked="" type="checkbox"/> Other (please specify): - upon request, data can be transferred to thr European Court of Justice, European Ombudsman, EDPS, OLAF, Internal Audit service of the European Commission, European Court of Auditors and external advisors.
Data transfer(s)
<input type="checkbox"/> To third countries If selected, please specify: ..... Whether suitable safeguards have been adopted: <input type="checkbox"/> Adequacy Decision of the European Commission <sup>2</sup> <input type="checkbox"/> Standard Contractual Clauses (SCC) <input type="checkbox"/> Binding Corporate Rules (BCR) <input type="checkbox"/> Administrative Arrangements between public Authorities (AA) <input type="checkbox"/> To international organisations If selected, please specify the organisation and whether suitable safeguards have been adopted: .....

<sup>2</sup> Third countries for which the European Commission has issued adequacy decisions are the following: Adequacy decisions (europa.eu)

Data subjects could obtain a copy of SCC, BCR or AA here:  
.....

Automated Decision Making

Automated Decision-making, including profiling

A decision is taken in the context of this processing operation solely on the basis of automated means or profiling:

No  
 Yes

In case of an automated decision-making or profiling, please explain:  
.....

Retention Period & Security Measures

Retention period

How long will the data be retained?

1. Regarding TAs, CAs, SNEs:  
For the staff reimbursement the data is kept by EIOPA’s Finance and Corporate Services Unit and HR Unit for 5 years at the end of the financial year following the reimbursement request made.  
Regarding the implementation of the Framework Contract the data is kept by the Finance and Corporate Services Unit for 10 years at the end of the financial year following the last payment made to the service provider.

2. As for consultants, interims and Trainees:  
For reimbursement the data is kept by EIOPA’s Finance and Corporate Services Unit and HR Unit for 5 years at the end of the financial year following the reimbursement request made.  
Regarding the implementation of the Consultancy Contract the data is kept by the Finance and Corporate Services Unit for 10 years at the end of the financial year following the last payment made to the service provider.

For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised:

No  
 Yes

Technical & organisational security measures taken

Several technical and organisational measures have been adopted in order to ensure the optimum security of the documents and personal data collected in the context of the procedures described under section II a).