Register of Processing Activities

Controller: European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA)
Address: Vesilennuki 5, 10415 Tallinn, Estonia
Data Protection Officer: dpo@eulisa.europa.eu

General description of security measures: Personal data is stored on eu-LISA ICT infrastructure with restricted access. Standard ICT security measures are implemented to protect this ICT infrastructure (e.g. firewalls, antivirus protection, data encryption and passwords). Data is backed-up regularly and security software is kept up-to-date. eu-LISA premises are not publicly accessible and secured. Access to the personal data is restricted to authorised users requiring it for the purposes of the processing. eu-LISA contracts include data protection provisions as standard which must be complied with by contractors.

* Data processing activities marked with an asterix have been finished. The respictive raws were hidden from the register.

ID	Case Nr	Date Reception	Last update	Controller	Description	Purpose	Category of Data Subject	Category of Data	Joint Controller	Processor	Retention Period	Recipients	International Transfer	Prior Checking/Consultation Required	Opinion from the EDPS
157	0002/2023	15/02/2023		Human Resources Unit	**Headquarter and Seat Agreements – Data exchange**	The purpose of the processing of personal data is to fulfil the requirement of the Article 15 of Protocol 7 on the Privileges and Immunities of the European Union and to establish a register of eu-LISA staff members and family members entitled to: - Special identity card from Ministry of Foreign Affairs (MFA) in Estonia; - "Attestation de fonction" and/ or special residence permit in France; - Benefits arising from the granted status as EU staff.	eu-LISA statutory staff Relatives of the data subject	Name, contact details and affiliation: Name, surname, maiden name, type of function, employment start and planned end date, date and place of birth, nationality, address, marital status, information about spouse and children Personal identification numbers Image Type of function Relatives of the data subject (information about spouse and children): Name Surname Date and place of birth Nationality Marital status Date and place of marriage Entry to France date Passport information	N/A	N/A	Excel table to be deleted from restricted Tdrive 3 months after providing the list to the National Authorities Data related to the relatives: hard copy of the relevant forms sent directly to the National Authorities 1 month after receiving it. The special residence card is send back to the National Authorities when the staff member finished the contract and is stored maximum 3 months after end of service. Any other personal data concerning the staff members follow the administrative HRU retention periods (see Case 29-0020/2015 – Administrative files and Case 71-0005/2017 – SYSPER 2)	Designated eu-LISA staff members Authorised persons at Ministries/ National Authorities in Estonia and France	N/A		
155	0013/2022	30/01/2023		Security Unit	**CSIRT operations and services**	The objective of the Computer Security Incident Response Team (CSIRT) is to ensure coordinated response across the Agency to IT security incidents, minimizing their negative effects through providing effective guidance for response and recovery activities, and to work to prevent incidents in the future. To deliver this objective, the CSIRT services cover both the Core Business Systems and the corporate IT systems and infrastructure.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services The general public, including visitors, correspondents, enquirers Other categories of data subjects	Name, contact details and affiliation e-Communication and/or connection data Location data Other data: phone network, - internet traffic, - IP address, - logs, - user ID, - user credentials, - number of the call - the time stamp, - first name, - surname, - e-mail.	N/A	CERT-EU	Data category: System, application, web access and e-mail logs, network traffic and metadata - Retention period:1 year - Start date description: The moment logs are captured - End date description: One year after the logs were collected on a rolling basis. Data category: investigation of information security incidents: - Retention period: up to 1 year - Start date description: The moment incident is initiated by team members. - End date description: when a conclusive result has been reached and up to 1 years.	Line managers of the data subject Designated eu-LISA staff members Designated CERT-EU staff members	N/A		
154	0012/2022	30/01/2023		Security Unit	**Identity and access management for the operational Core business systems ("IAM for CBS")**	The purpose of this processing activity is to ensure an appropriate level of security and manage user populations and their rights when creating accounts to access the CBS by eu-LISA staff members and external contractors.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services	Name, contact details and affiliation - first name - surname - e-mail e-Communication and/or connection data - user ID - user credentials Signed NDAs	N/A	N/A	Retention period for the created accounts: the contract duration of the eu-LISA Staff members and contractors. If case of changes of the access rights, the Identity Request Initiator notifies the euLISA Access Coordinator in order to apply the requested changes. Once the user is offboarded, the accounts are disabled and after 6 months are manually deleted from the systems. During the 6 months period, the account can be reactivated if requested by the Identity Request initiator by notifying the eu-LISA Access Coordinator. For the stored documents containing the ITSM request forms: they are being archived once the account is disabled and afterwards are being deleted upon a period of 6 months. There is also a yearly internal audit/ assessment.in order to ensure that Data Protection requirements are met.	Line managers of the data subject Designated eu-LISA staff members Single Point Of Contacts (SPOCs) for Contractors per consortium	N/A		
153	0011/2022	29/11/2022		Infrastructure Management Unit	**Peer Award**	The purpose of the processing of personal data is to give staff members the opportunity to show appreciation and recognize help/support provided to IMU individual employees by a colleague in the same sector and/or within IMU.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Contractors of eu-LISA providing goods and services	Name, contact details and affiliation e-Communication and/or connection data Description of the help/support provided to IMU member by a colleague from the same sector and/or within IMU	N/A	N/A	Data is stored up to 3 months after the close of voting and the award	Line managers of the data subject Designated eu-LISA staff members	N/A		
152	0010/2022	10/11/2022		Infrastructure Management Unit	**IMU Mission and Vision survey**	The purpose of the processing of personal data is to give staff members an opportunity to share their view on proposals of IMU mission and vision.	eu-LISA statutory staff	Name, contact details and affiliation e-Communication and/or connection data Answers to questions in case it's possible to identify respondent from his voluntary answer to free text question	N/A	DG DIGIT, the Directorate-General for Informatics of the European Commission as manager of the application EUSurvey.	Data from euSurvey is stored for 4 weeks after receiving respondents' participation and is manually deleted by the survey owner. After completing the exercise, data from EUSurvey is transferred to euLISA's and manually deleted after 2 years. First-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months.	Line managers of the data subject Designated eu-LISA staff members USurvey operation team and Infrastructure administrators	N/A		
151	0009/2022	18/03/2022		Executive Support and Stakeholder Relations Unit	**Speech to Text for meeting minutes**	The purpose of this processing activity is to capture audio from conferences organised only in pre-defined meeting rooms, in order to generate transcripts of the conferences that will then facilitate the drafting of minutes. The transcripts will be generated by using a voice recognition tool called "Speech to Text" (STT).	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services	Name, Country Audio recording	N/A	N/A	3 months, unless it is necessary to comply with a statutory requirement	Designated eu-LISA staff members	N/A		
147	0005/2022	30/03/2022		Corporate Services Department	**Public Access to Documents**	The purpose of the processing is to ensure the appropriate handling of requests for public access to documents under Regulation (EC) No 1049/2001.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives The general public, including visitors, correspondents, enquirers Other categories of data subjects (please detail below): • Any person whose personal data are contained in the requested documents. • Any natural person or any individual acting on behalf of a legal person who submits a request for public access to documents held by eu-LISA under Regulation (EC) No 1049/2001	Name, contact details and affiliation Personal identification numbers (e.g. national IDs/passports, staff ID) • For individuals: Identity Documents • For legal persons: o proof of registered office o proof of the link between the individual presenting the application and the legal person Other personal data: • Any personal data contained in documents and files covered by the scope of the request	N/A	N/A		Designated eu-LISA staff members Other recipients: • PAD Coordinator - means the Senior Legal Officer(s) and/or Legal Officer(s) working in the Legal Sector of Corporate Services Department, performing tasks of a cross-divisional nature, in charge of processing public access to documents applications and coordinating the internal network of PAD Contact Persons; • PAD Contact Person - person appointed by a decision of the Executive Director to be part of a cross-divisional network within the Agency, coordinated by the PAD Coordinator. They are in charge of handling public access to documents applications in their thematic field under the joint instructions of their Head of Unit and the PAD Coordinator. • Management of eu-LISA - Executive Director, Deputy Executive Director (if applicable), Head of Corporate Services Department, Head of Operations Department (if applicable); • Designated external service providers handling a specific request for public access to documents • Pursuant to Article 9 of the Regulation (EU) 2018/1725, without prejudice to Articles 4 to 6 and 10 of the same Regulation, personal data shall only be transmitted to recipients established in the Union other than Union institutions and bodies if: a) the recipient establishes that the data are necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the recipient; or b) the recipient establishes that it is necessary to have the data transmitted for a specific purpose in the public interest and the controller, where there is any reason to assume that the data subject's legitimate interests might be prejudiced, establishes that it is proportionate to transmit the personal data for that specific purpose after having demonstrably weighed the various competing interests.	eu-LISA may reply to an applicant requesting access to documents under Regulation No 1049/2001 residing in any country outside the EU. Apart from the applicant's own personal data, eu-LISA only discloses personal data to an applicant residing outside the EU if the conditions for a transfer of personal data to a third country or an international organisation under Chapter V of Regulation (EU) 2018/1725 are met. All cases are assessed on a case-by-case basis.		
146	0004/2022	10/08/2022		Internal Audit Capability	**Recording for Transparency Register of eu-LISA**	Processing of personal data is done with the objective of ensuring transparency, proportionality, equal treatment and non-discrimination towards all prospective economic operators and in line with the provisions in the Decision of the Executive Director of eu-LISA number 63 of 09.08.2022 on the establishment of the Transparency Register of eu-LISA, the Decision No 2020-405 of 23.12.2020 the Management Board of eu-LISA on the implementing rules on the prevention and management of conflicts of interest of the staff members and in particular Article 4 thereof, and Decision of the Management Board No 2019-198 REV1 of 28 August 2019 establishing the Financial Rules of the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice and in particular Chapter 8 thereof.	eu-LISA statutory staff, Stakeholders of eu-LISA, including Member States representatives, Contractors of eu-LISA providing goods and services, Representatives of economic operators, Self employed individuals to the extent that the registrant is not a legal person and its name involves personal data, Requestor of the meeting/contact, Other participants to the meeting/contact, Reporting Form creator.	Name, contact details and affiliation In the Reporting Form: - Record ID - Name of Reporting Form creator - Date or creation of the Reporting Form - Type of meeting/contact - Date of the meeting/contact - Location of meeting/contact - Requestor of the meeting/contact - Role of eu-LISA representative - Name of the economic operator - Role of participating economic operator - Name of participants In the Transparency Register: - Record ID - Date of meeting/contact - Type of meeting/contact - Location of meeting/contact - eu-LISA representative (role) - Name of the economic operator	N/A	N/A	For the Transparency Register on the website: two (2) years from the date of publication. For the Reporting Form: the document will be kept for a total of (2) years from the date of the Reporting Form, unless a longer retention period is necessary due to a follow-up procedure (e.g.audit, court procedure or a complaint to the European Ombudsman). The information contained in the Transparency Register and in the Reporting Form shall be deleted after the above-mentioned retention periods.	Designated eu-LISA staff members, eu-LISA staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle.Such staff abide by statutory, and when required, additional confidentiality agreements.	N/A		
144	0002/2022	28/03/2022		Enterprise Project Management Office (EPMO)	**Create and Manage Surveys**	The purpose of the processing personal data is to create and manage surveys on various topics of interest to the Unit and the Agency, such as: use and improvement proposals of the Agency's Project Portfolio Management (PPM) tools managed by EPMO Sector (i.e., Planview Enterprise One and Planview Projectplace), EPMO Intranet space on SharePoint and related content, PPM processes and documentation, trainings, satisfaction level and any other processes, tools, activities and/or documents related to or derived from EPMO's mandate within the Agency.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services	Name, contact details and affiliation (eu-LISA Department or Unit, Company); e-Communication and/or connection data (IP address); Comments provided as free text, EUSurvey data (EUSurvey platform processes survey administrator's personal information for the purpose of user management (e.g.: user data such as full name and email address) as well as analytics collected via first-party cookies used by Europa Analytics when accessing the domain europa.eu used by European institutions' websites)).	N/A	The European Commission (or the "Commission") for the provision of EUSurvey tool	Personal data collected via EUSurvey is stored on the EUSurvey platform for 1 month after the survey's deadline expiry. The information is stored in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EUSurvey by the survey owner once the retention period expired. After the 1 month period, the survey results are exported from EUSurvey and transferred to eu-LISA data centre to be retained for 5 years. All personal data is removed from the EUSurvey platform. After the 5-year retention period expires, the anonymised survey results and the reports created could be kept for a longer period on eu-LISA's data centre for statistical purposes.	Line managers of the data subject Designated eu-LISA staff members eu-LISA staff, non-staff members (intramuros, extramuros), as well as external users (contractors or member state representatives) may be recipients of statistical survey reports in read-only mode. EUSurvey operation team and Infrastructure administrators for purposes of system support and maintenance.	N/A		
143	0001/2022	14/01/2022		Corporate Services Unit	**Guest Wi-Fi Network**	Personal data shall be processed for the following purposes: i) To provide a Wi-Fi internet connection service to all eu-LISA visitors, eu-LISA statutory staff ("Service Purposes"); ii) To manage the network and ensure its security, through preventive or responsive measures such as regular log audits and troubleshooting sessions ("Security Purposes"); iii) To abide by the applicable rules and laws ("Legal Purposes").	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services The general public, including visitors, correspondents, enquirers	Name, contact details and affiliation (Name and surname; e-mail address; and Phone number) e-Communication and/or connection data (Internet traffic, IP and MAC address, traffic data, user ID, session logs, timestamps)	N/A	N/A	Personal data collected for Service Purposes shall be stored up to the expiry of the Contract. Name and contact details collected for Security Purposes shall be stored for up to 10 (ten) days from the date of collection unless further retention is necessary to assess a security event or fulfil a statutory requirement. Connection data collected for Security Purposes shall be stored for up to 12 (twelve) months from the date of expiry of the Contract. Personal data collected for Legal Purposes shall be stored for the retention periods set forth by the applicable laws.	Designated eu-LISA staff members: -Corporate IT Services Sector: network specialists/experts, system engineers, IT infrastructure officers; -Security Unit staff: IT security specialists, security officers in case of security incidents and investigations; Designated Intra-muros, service provider/managed services: - Managed ICT Services – cover the operational management services required in normal conditions in the following areas: - Service Desk Managed Services; - Networks and Communications Managed Services; - Systems Managed Services; - Content Collaboration Managed Services. - Complementary services – cover the introduction of new services or major extensions of the existing ones; - Ad-hoc services – cover services provided in Fixed Price (FP), Time & Means (TM) or Quoted Time & Means (QTM) mode, related to the area of the contract. They also include payable services provided Outside Normal Working Hours (Extended Working Hours).	N/A		
142	0026/2021	08/12/2021		Governance and Capabilities Unit	**Library Management**	The purpose of the processing operation is to: (i) ensure eu-LISA Library functioning; (ii) manage purchases, loans, and reservation holds for books, magazines, and other resources both in paper and digital format; and (iii) comply with the applicable legal obligations (i.e., Regulation (EU) 2018/1725 (Article 31), Regulation (EU) 2018/1726, FWC EAC/18/2019, FWC EAC/2020/OP/003, and the Framework service contract for the provision of subscriptions to specialist periodicals, in all formats, and other electronic resources (Section 6)).	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts)	Name and surname, office location and the records of the borrowed items	N/A	N/A	Personal data shall be stored for the whole performance of the contract and up to 1 (one) year after its termination	Line managers of the data subject Designated eu-LISA staff members Other recipients (eu-LISA personnel having access to the Agency intranet, designated European Publications Office staff members)	N/A		
141	0025/2021	14/04/2021		Security Unit	**Security Trainings**	eu-LISA Security Unit processes personal information of the participants who attend security related trainings and awareness sessions as per internal Security Policy Framework and its Health and Safety Policy (adopted my eu-LISA Management Committee, 192-2017).	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts)	Name, contact details and affiliation: - Full names; e-mail address -Signatures	N/A	N/A	eu-LISA keeps the data up to 5 years for auditing reasons and until new budget release.	Designated eu-LISA staff members - Security Unit personnel - Finance and Procurement Unit - Human Resources	N/A		
140	0024/2021	22/02/2021		Test and Transition Unit	**MS Test Tools Suite – IBM Security Verify (ISV)**	The purpose of the processing operation is to report the users' status and performance on their testing campaigns and provide access to the Member States (MS), Agencies and eu-LISA Core Business Systems (CBS) providers access to the Test Tools (available on cloud) in the context of EES implementation. IBM Security Verify cloud solution is used to integrate the access management for Jira, q-Test and rocket.chat tools. IBM processes for eu-LISA the personal data that includes the users' data collection, registration, authentication and notification.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services	Name, contact details and affiliation e-Communication and/or connexion data (Technically Identifiable Personal Information (such as device IDs, usage based identifiers (logs), static IP address, etc. - when linked to an individual) Location data (Personal Location Information (such as geolocation data). This personal data is processed by IBM for their own purpose (related to the ensuring tool authentication management and security) and allows IBM to capture geo-specific data to identify the risk of an interaction. The purpose of this is to have the necessary visibility on the user's activity - through an anonymized view. -User account data: account name, authentication information, registration date, contact information, any other information associated with the account (if provided by the user). - Behavioural biometrics processed to identify patterns, not individuals. This personal data is processed by IBM for their own purpose (related to the ensuring tool authentication management and security) and allows IBM to capture behaviour anomalies data to identify the risk of an interaction. The purpose of this is to have the necessary visibility - through an anonymized view.	N/A	LIA Consortium (reseller) IBM (vendor)	Personal data in ISV will be automatically deleted by IBM 30 days after the licences expiration (2 years + 30 days).	Designated eu-LISA staff members ISV authorised staff members for the purpose of IAM	N/A		
139	0023/2021	09/08/2021		Executive Support and Stakeholder Relations Unit	**Annual internal communication satisfaction survey**	The purpose of the annual internal communication surveys is to gather feedback and monitor user engagement as well as satisfaction levels to constantly introduce improvements to both, the processes and well as the formats, to plan actions and improve internal communications, where required and possible, according to the survey results. The results of this survey are the bases for corporate KPI 30.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts)	Name, contact details and affiliation e-Communication and/or connection data	N/A	Directorate-General for Informatics (DIGIT) of the European Commission, as manager of the application EUSurvey.	Within one month of the termination of the exercise, owner of the survey (COMS) will delete all forms of the submissions and results of the survey from the survey tool. After completing the exercise, data from the survey tool is transferred to a folder with limited access to COMS and manually deleted from the survey tool by the survey owner. Any file with downloaded data will be deleted after 1 year. For the survey respondents: Data from survey is stored for up to 12 weeks after receiving respondents' participation in a secured and protected database hosted by the Data Centre of the European Commission. First-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months. For the survey owner: As long as the user is an EU staff member, the user account remains active and personal data is therefore retained. However, users can, at any time, ask the EUSurvey team to terminate the account if they no longer wish to use the service. In this case, case, the user account, all associated data and all surveys and results will be permanently deleted.	Designated eu-LISA staff members within the communication team EUSurvey operation team and Infrastructure administrators	N/A		
138	0022/2021	22/02/2021		Test and Transition Unit	**MS Test Tools Suite – Jira (Atlassian)**	The purpose of the processing operation is to report the users' status and performance on their testing campaigns and provide access to the Member States (MS), Agencies and eu-LISA Core Business Systems (CBS) providers access to the Test Tools (available on cloud) in the context of EES implementation. Jira is a cloud tool used for defect management within the MS test Tools Suite.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services	Name, surname, email address, username, affiliation IP Address Device information User account data: - account name, - authentication information, - registration date, - contact information, - any other information associated with the account (if provided by the user). Content provided by the user: (e.g. upload file). Traffic data	N/A	LIA Consortium (reseller) Atlassian Pty Ltd (vendor)	Personal data in qTest will be automatically deleted by qTest 90 days after the licences expiration (2 years + 90 days).	Designated eu-LISA staff members Contractors of eu-LISA providing goods and services (LIA) for the purpose of providing technical support in qTest. qTest staff that will provide support to tickets raised by users.	Transfer is being done by using Tricentis' sub-processor services for the provisioning of its services. Tricentis gains the personal data from controller's qTest users, either directly by manual entry or indirectly through the admin or another user of the customer, additionally IP addresses are collected by using the tool. Personal data as outlined above is transferred for the purpose of providing the products and services to eu-LISA and for administrative purposes such as account provisioning, license key delivery, incident and general communication management. The data will be transferred to the following sub-processors (service providers of the vendor) and countries: - Salesforce Inc. – USA (Enterprise cloud computing solutions manual entry of contact information for business administrative purposes) Personal data transferred: name, surname, email address, username, affiliation contact data for the user account creation – admin user only. - SumoLogic Inc. – USA (provides log management and analytics services that leverage machine-generated big data to deliver realtime IT insights) Personal data transferred: name, surname, email address, username, affiliation, IP Address, user account data, content provided by the user: (e.g. upload file, send a message - Signal Sciences Corp. – USA (software as a service platform providing security monitoring and defence for web applications; Runtime Application Self Protection can see web requests in clear text) Personal data transferred: IP Address - The Rocket Science Group LLC d/b/a Mail Chimp – USA (email platform that helps manage and communicate with Tricentis' customers through the qTest application to inform about important updates or provide notifications about the qTest application) Personal data transferred: name, surname, email address, username, affiliation - Recurly Inc – USA (qTest cloud subscription system to activate, provision and update all qTest cloud licenses/subscriptions) Personal data transferred: Name, email address of the admin user only - Marketo Inc – USA (provides the online form where admin users have to register to activate the qTest cloud licenses/subscriptions) Personal data transferred: Name, contact details and affiliation: email address, username, of the admin user only.		
137	0021/2021	22/02/2021		Test and Transition Unit	**MS Test Tools Suite – Rocket.chat**	The purpose of the processing operation is to report the users' status and performance on their testing campaigns and provide access to the Member States (MS), Agencies and eu-LISA Core Business Systems (CBS) providers access to the Test Tools (available on cloud) in the context of EES implementation. Rocket.chat is a cloud tool used for the collaboration and communication within the MS test Tools Suite.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services	Name, surname, email address, username, affiliation IP Address Device information User account data: - account name, - authentication information, - registration date, - contact information, - any other information associated with the account (if provided by the user). Content provided by the user: (e.g. upload file, send a message).	N/A	LIA Consortium (reseller) Rocket.chat (vendor)	Personal data in Rocket.Chat will be automatically deleted by Rocket.Chat 30 days after the licences expiration (2 years + 30 days).	Designated eu-LISA staff members Contractors of eu-LISA providing goods and services (LIA) for the purpose of providing technical support in rocket.chat. Rocket.chat staff that will provide maintenance and support to tickets raised	Rocket.chat: personal data remains in the data centre in Germany (OVH). The data transfer is occurring only in case members of infrastructure team are going to access the EU infrastructure in the following countries: - US - Uruguay (adequacy decision) - Argentina (adequacy decision) This may happen during the regular maintenance activities, which are taking place once (1) per quarter, or when there are issue on infrastructure.		

136	0020/2021	22/02/2021		Test and Transition Unit	**MS Test Tools Suite – qTest (Tricentis)**	The purpose of the processing operation is to report the users' status and performance on their testing campaigns and provide access to the Member States (MS), Agencies and euLISA Core Business Systems (CBS) providers access to the Test Tools (available on cloud) in the context of EES implementation. qTest tool is used by eu-LISA for test management - monitoring of the test phases and test cases purposes in order to report the stakeholders' status and performance on their testing campaigns.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services	Name, surname, email address, username, affiliation IP Address User account data: - account name, - authentication information, - registration date, - contact information, - any other information associated with the account (if provided by the user). Content provided by the user: (e.g. upload file, send a message).	N/A	LIA Consortium (reseller) Tricentis GmbH (vendor)	LIA (reseller) contract: 2 years Personal data in qTest will be automatically deleted by qTest 90 days after the licences expiration (2 years + 90 days).	Designated eu-LISA staff members Contractors of eu-LISA providing goods and services (LIA) for the purpose of providing technical support in qTest. qTest staff that will provide support to tickets raised by users.	Transfer to USA is being done by using Tricentis' sub-processor services for the provisioning of its services. Tricentis gains the personal data from controller's qTest users, either directly by manual entry or indirectly through the admin or another user of the customer, additionally IP addresses are collected by using the tool. Personal data is transferred for the purpose of providing the products and services to eu-LISA and for administrative purposes such as account provisioning, license key delivery, incident and general communication management.		
135	0019/2021	29/06/2021		Governance and Capabilities Unit	**WGAI Survey**	The aim of the questionnaire for the members of the eu-LISA Working Group on Artificial Intelligence is to collect information on the initiatives, priorities, ongoing work and other information focusing on aspects related to the implementation of Artificial Intelligence at national and/or organisational level.	Stakeholders of eu-LISA, including Member States representatives	Name, contact details and affiliation; e-Communication and/or connexion data Other personal data: -Cookies via Europa Analytics -Answers to questions	N/A	European Commission Directorate-General for Informatics (DIGIT), eu-LISA Management Board Secretariat as the processor of personal data related to the circulation of the requests to respond to the questionnaire	Data collected via the questionnaire are extracted in an MS Excel format (and deleted from EuSurvey by he surey owner?) and stored in eu-LISA secure document repositories for 6 months after the date of closure of the questionnaire for contributions First-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months.	Designated eu-LISA staff members have access to the data collected via the questionnaire, as well as to the personal data used to disseminate the questionnaire. EUSurvey operation team and Infrastructure administrators of DG DIGIT does not have access to the information submitted using the online form, however, the IP address of every connection is saved for security reasons for every server request. The IP address is the only personal information that is being collected.	N/A		
134	0018/2021	26/04/2021	13/01/2023	Test and Transition Unit	**CSI Test Tools**	The purpose of the processing operation is to facilitate and support the Test Management process. In detail, it means to support the Test Management Process including Test Planning, Test Design, Test Implementation, Test Execution, Test Monitoring and Control of the Central System of the different CBS (for the tools concerning Test Management Sector).	eu-LISA statutory staff, other individuals working for eu-LISA (consultants, trainees, interims, experts), Contractors of eu-LISA providing goods and services	Name, contact details and affiliation, e-Communication and/or connexion data	N/A	N/A	For q-Test tool, the personal data will be retained until the user will no longer use the tool/ will be deactivated. For Tosca tool, the personal data will be retained for the duration of the tool, unless it will be possible to remove it from the database after the user is deactivated. For Jira tool, the personal data will be retained for the duration of the tool, unless it will be possible to remove it from the database after the user is deactivated. In MS AD there is no policy for the removal of data yet. However, the responsible colleagues have communicated that the personal data will be retained for 1 year after the user becomes inactive.	Designated eu-LISA staff members	N/A		
133	0017/2021	22/06/2021		Security Unit	**Registration of the Public Key Infrastructure ('PKI')**	The eu-LISA PKI is used to identify certificate applicants, to verify the authenticity of the certificates requests and to manage the certificates, including certificates request validation, certificates issuance, revocation and suspension.	eu-LISA statutory staff, other individuals working for eu-LISA (consultants, trainees, interims, experts),Stakeholders of eu-LISA, including Member States representatives	Name, contact details and affiliation, e-Communication and/or connexion data, Signature	N/A	N/A	Subscriber contact detail (certificate request forms): • for the validity period of the certificate (2 years) OR • following the retention policy of the repository where are stored (e.g. SM9 ticketing tool, SPoC, Share Point). Certificates: Maximum 10 years (until the end-life of the Certification Authority used to generate the certificates).	Designated eu-LISA staff members	N/A		
132	0016/2021	21/11/2020		Corporate Services Unit	**Telephony System**	The main reason for this processing activity is ensuring that eu-LISA's operational processes can be performed by telephony. The following purposes are also considered: - For security and traffic management – for capacity planning (i.e., monitoring the amount of utilisation and managing the need of licenses and hardware capacity, and respective fees to the network and voice provider), and for security audit purposes where data (such as name, landline/mobile number, timestamps) is processed, e.g., to detect and prevent attacks (internal and external) and ensure the security and stability of the systems. - For incident management and troubleshooting – namely to ensure the proper functioning of the systems according to users' complaints or alerts from monitoring system.	eu-LISA statutory staff, other individuals working for eu-LISA (consultants, trainees, interims, experts)	Name, contact details and affiliation, e-Communication and/or connexion data, User Data stored: 1. Name 2. Interior number 3. Landline/mobile number 4. Corporate Mobile number Call Data Record (CDR) stored: 1. Who: caller (internal/External phone number) 2. Whom: destination (internal/external phone number) 3. Timestamp for start Timestamp for finish	N/A	N/A	The whole set of personal data is kept only for audit trail for the time stipulated in backup policy (6 months on the primary location and 6 months on the secondary storage location of the eu-LISA Corporate IT infrastructure).	Designated eu-LISA staff members Only System Administrators are able to access the audit logs. By default, there are no reports of the telephony system activity available or disseminated.	**N/A**		
131	0015/2021	21/11/2020		Corporate Services Unit	**Secure Printing**	The main purpose for this processing activity is ensuring that eu-LISA's documents' printing are performed in a secure way, providing a higher level of protection for confidential documents enabling each user to be authenticated for the printing. This processing activity also covers the purpose of optimisation of costs and efficiency by diminishing the number of real printing, as the user needs to be near the printer and scan the badge.	eu-LISA statutory staff, other individuals working for eu-LISA (consultants, trainees, interims, experts)	Name, contact details and affiliation, e-Communication and/or connexion data, Personal identification numbers, 1. Printing Intelligence Report-User Usage Analysis User, Pages, Jobs, Colour B/W, Duplex 2. Prints/copies per user User, Print Job Name, Printer, Date, Paper Size, Pages 3. Overview of users User, Login, Identification, Card Number/ID 4. ADMINISTRATION INTERFACE (DATA SYNCED FROM AD) Name, Last Name, Internal Phone Number, City, Country, LDAP Login, SMTP Mail Address, Standard Group, Personal Folder.	N/A	N/A	The whole set of personal data is kept for audit trail and incident management. Personal data processed is kept for the time following the Agency's backup policy as reference (6 months on the primary location and 6 months on the secondary storage location of the eu-LISA Corporate IT infrastructure).	Designated eu-LISA staff members	N/A		
129	0013/2021	02/09/2020		Governance and Capability Unit	**Training to the Member States**	The main purpose of this processing operation is the provision of training to Member States on large-scale IT systems which are in the remit of eu-LISA according to training needs identified on yearly basis in line with eu-LISA mandate as provided in the founding Regulation (Regulation (EU) 2018/1726).	eu-LISA statutory staff, other individuals working for eu-LISA (consultants, trainees, interims, experts), Stakeholders of eu-LISA, including Member States representatives, Contractors of eu-LISA providing goods and services,	Name, contact details and affiliation, e-Communication and/or connexion data, Personal identification numbers, Image, audio,Details on education, expertise, profession of the person, Economic and financial details, Location data	EU Agency for Law Enforcement Training (CEPOL) with regard to implementation of live webinars through CEPOL's GoToWebinar tool and the provision of technical support before (registration, communication) during (organisation, technical moderation, evaluation forms) and after (provision analytics) the webinar.	1. EUSurvey Directorate-General for Informatics (DIGIT) of the European Commission, as manager of the application EUSurvey. 2. Microsoft Microsoft EU Data Protection Officer One Microsoft Place South County Business Park Leopardstown Dublin 18 D18 P521 Ireland 3. Adria Congrex Via Sassonia 30, 47922, Rimini, Italy	Training related data is archived after necessary reporting is provided (Annual reporting on training activities). Archiving takes place in the eu-LISA Sharepoint for a period of 5 years. Information is kept by GCU for 5 years from their submission for reporting, budget and audit related reasons. For the survey responders to Post-course evaluation questionnaire: Data from EuSurvey is stored for the period for which the questionnaire is valid in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EuSurvey by the survey owner. After completing the exercise, data from EuSurvey is transferred to eu-LISA's data center and manually deleted after 5 years for comparison and reporting purposes throughout any given 5-year period. First-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months if not manually remove from user. For the survey owner: As long as the user is an EU staff member, the user account remains active and personal data is therefore retained. However, users can, at any time, ask the EUSurvey team to terminate the account if they no longer wish to use the service. In this case, the user account, all associated data and all surveys and results will be permanently deleted. Recordings are kept for further self-paced and self-enrolment training activities through the eu-LISA LMS. Additionally, recordings can be re-used if content is relevant, without any Q & A sessions, as part of other larger training activities, e.g. as an online module within a larger online course. The retention periods related to Microsoft Teams and Videoconferencing tool are mentioned in the respective records in eu-LISA register.	Designated eu-LISA staff members, processors' operation team and Infrastructure administrators. eu-LISA staff member responsible of the processing operation, plus person participating to the training, eu-LISA and external trainers.	N/A		
128	0012/2021	02/09/2020		Executive director Corporate Services Department, Legal Sector	**Administrative inquiries, pre-disciplinary, disciplinary and/or suspension proceedings**	The processing operation is necessary for the handling of the administrative inquiries by the Investigation Panel appointed by the Executive Director of eu-LISA (Appointing Authority) for the purpose establishing the facts related to allegations of a failure of a staff member to comply with the established obligations and, where necessary, determining whether there has been such a failure. The processing operation is also necessary for the handling of pre-disciplinary, disciplinary, and/or suspension proceedings where eu-LISA is in charge.	eu-LISA statutory staff, contractors of eu-LISA, Other individuals working for eu-LISA (consultants, trainees, interims, experts) , Witnesses, any other persons quoted in the file, alleged victims	Name, contact details and affiliation, Staff personal number, Image, audio, Details on education, expertise, profession of the person, Economic and financial details, Family, lifestyle and social circumstances, Goods and services the person provides, Other basic personal information about the categories of persons mentioned above, such as gender, age, name of line manager, hiring date, contractual category and grade, organisational entity; data which enables the persons involved in an administrative inquiry to be identified;e-mails or other type of communications exchanged by the affected individuals; witness statements; names of the investigation panel members; information, such as allegations and declarations, provided during the inquiry by a staff member (temporary and contract agent), Seconded National Experts, external service providers, and/or witnesses.	N/A	In case of external investigator(s), the person(s) appointed by Decision of the Executive Director. In case of a disciplinary board is established, the persons appointed to the board by the Executive Director or Management Board of eu-LISA.	Preliminary assessment/Administrative inquiries, pre-disciplinary and disciplinary proceedings : At eu-LISA: General personal data Two (2) years, unless otherwise indicated Sensitive personal data Two (2) years, unless otherwise indicated At external level: General personal data Six (6) months, unless otherwise indicated in the service contract Sensitive personal data Six (6) months, unless otherwise indicated in the service contract For the cases where a disciplinary proceeding is concluded, irrespective of the outcome, in which the files contain the investigation report, the instruments of the disciplinary procedure, the correspondence with the person(s) concerned, the decision imposing or not a disciplinary measure and any follow-ups (appeals), the retention period is as follows: At eu-LISA:	Line managers of the data subject, Designated eu-LISA staff members, Within eu-LISA: The Executive Director, the appointed (internal) Investigation Panel, the Legal Sector (if needed) and the internal disciplinary board (if applicable). Outside eu-LISA: o If applicable, the appointed external investigator(s); o If applicable, the external disciplinary board; o Bodies and institutions in charge of monitoring, audit or inspections tasks [e.g. the Commission's Internal Audit Services (IAS), European Court of Auditors (ECA), European Data Protection Supervisor (EDPS), European Public Prosecutor Office (EPPO), European Anti-Fraud Office (OLAF)].	N/A		
127	0011/2021	02/09/2020		Human Resources Unit	**Requests for assistance under Article 24 of the Staff Regulations**	In accordance with Article 24 of the SR, the Agency is obliged to assist any staff member in proceedings against any person perpetrating threats, insulting or defamatory acts or utterances, or any attack to person or property to which he or she or a member of his or her family is subject by reason of his or her position or duties. The perpetrator of the mentioned actions may be a third party, a staff member or non-statutory staff of eu-LISA [e.g. interns, Seconded national experts (SNEs)].	eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts), contractors of eu-LISA, relatives of the data subject, former staff members of eu-LISA,third parties mentioned in or connected to the request for assistance.	Name, contact details and affiliation, Personal identification numbers, Image, audio, Details on education, expertise, profession of the person, Economic and financial details, Family, lifestyle and social circumstances, Goods and services the person provides, Other basic personal information about the categories of persons mentioned above, such as gender, age, name of line manager, hiring date, contractual category and grade, organisational entity; Any data which enables the person making the request for assistance under Article 24 of the Staff Regulations to be identified; Allegations, declarations or other information provided by the staff member/other individual in his/her request in order to assess the request; Allegations, declarations or other information provided by staff members (temporary and/or contract agents), Seconded National Experts, interns, and/or external service providers in the course of the process of evaluating the request; Witness statements.	N/A	If assistance is needed, the law firm; In case the preliminary assessment is performed by an external contractor, the mandated external contractor.	1. For requests for assistance under Article 24 of the SR: At eu-LISA: General personal data Fifteen (15) years, unless otherwise indicated Sensitive personal data Fifteen (15) years, unless otherwise indicated At external level: General personal data Six (6) months, unless otherwise indicated in the service contract Sensitive personal data Six (6) months, unless otherwise indicated in the service contract In the cases where eu-LISA makes a preliminary assessment of the information collected and a decision to launch (or not) an administrative inquiry is issued, the retention period is as follows: At eu-LISA: General personal data Two (2) years, unless otherwise indicated	Line managers of the data subject, Designated eu-LISA staff members, Within eu-LISA: Personal data processed in the context of requests for assistance may be disclosed to the Executive Director and the staff members responsible for the request for assistance, namely in the Legal Sector, to the Head of Corporate Services Department, and to the Head of Human Resources Unit. Data may also be disclosed to a restricted number of staff in HRU, Data Protection Officer, Confidential Counsellor(s) and Line Manager (if applicable) on a need to know basis. Outside eu-LISA: If assistance from the law firm is required, the contact person in this law firm and the authorised staff of this law firm; In case the preliminary assessment is performed by an external contractor, the mandated external contractor; Other bodies and institutions in charge of monitoring, audit or inspections tasks [e.g. the Commission's Internal Audit Services (IAS), European Court of Auditors (ECA), European Data Protection Supervisor (EDPS), European Public Prosecutor Office (EPPO), European Anti-Fraud Office (OLAF)	N/A		
126	0010/2021	26/03/2021		Systems Operations Unit	**Shift survey**	The purpose of the processing of personal data is to measure staff satisfaction, optimise the functioning of the eu-LISA shift planning and maintaining processes. This enables the SOU to plan actions to improve the working environment and staff satisfaction.	eu-LISA statutory staff	Name, contact details and affiliation; e-Communication and/or connexion data; Other personal data: -Cookies via Europa Analytics -Answers to questions	N/A	DG DIGIT, the Directorate-General for Informatics of the European Commission	Data from EuSurvey is stored for 4 weeks after receiving respondents' participation in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EuSurvey by the survey owner. After completing the exercise, data from EuSurvey is transferred to eu-LISA's data center and manually deleted after 2 years. First-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months.	Line managers of the data subject; Designated eu-LISA staff members; Other recipients: - EUSurvey operation team and Infrastructure administrators	N/A		
125	0009/2021	27/01/2021		Security Unit	**Penetration testing and red team exercises**	To properly secure eu-LISA's information technology assets, the Security Unit is required to assess the security stance of the Agency periodically by conducting vulnerability assessments and penetration testing and red team exercises against the corporate IT infrastructure. The ultimate goal is to be better prepared to deal with real attacks.	Eu-LISA statutory staff; Other individuals working for eu-LISA; Contractors of eu-LISA providing goods and services	Name, contact details and affiliation; e-Communication and/or connexion data;	N/A	CERT-EU (when the security exercise is executed in cooperation with CERT EU)	General personal data: 6 months Sensitive personal data: not the main goal of this processing activity, where it happens and special categories of data that are clearly not relevant for the purposes of investigating the incident are collected, they should not be reflected in the written report and should not be kept. Also, when such personal data is in fact necessary, it should be justified under Article 10 of EUDPR and it will be processed manually as part of an incident investigation, including to establish whether a data breach has taken place.	Designated eu-LISA staff members; Other recipients: - Delegated external assessors (CERT EU staff members) tasked with the execution of the penetration testing/red team exercise	N/A		
124	0008/2021	05/05/2021	11/06/2021	Human Resources Unit	**Staff Committee call for interests – Reserve list**	Personal data is collected for the purpose of creating a reserve list of volunteers for delegating members to Selection Panels.	Eu-LISA statutory staff	Name, contact details and affiliation; Details on education, expertise, profession of the person: Category, Grade, Place of work	N/A	N/A	3 years after the final list was drafted or after withdrawal of the volunteer from the reserve list.	Designated eu-LISA staff members: - Staff Committee members - Human Resources Recruitment representatives	N/A		
123	0007/2021	22/03/2021		Human Resources Unit	**Expressing interest for COVID19-Vaccination**	The purpose of this processing activity is to facilitate the access to a COVID-19 vaccination national program for eu-LISA staff members, interns, seconded national experts (SNEs) and possibly Intramuros, and their respective eligible family members (spouses and children over 16) on a voluntary basis according to the priorities established by the national authorities, in order to decrease level of risk of contamination.	Eu-LISA statutory staff; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Relatives of the data subject.	Name, contact details and affiliation; Personal identification numbers; Health data.	N/A	N/A	Vaccination requests/consents: 1 full calendar year after the date of submitting the data of eu-LISA to the national authority.	Designated eu-LISA staff members; Other recipients: - Authorized HRU staff. - Persons indicated by the national authorities for the organisation of the vaccination and/or respective medical service providers.	N/A		
122	0006/2021	18/01/2021		Corporate Services Unit	**Videoconferencing tool (Cisco Meeting Server "CMS")**	The purpose of the processing is to provide a video/web conferencing solution to support internal and external communication, to be used for online events and meetings organised by eu-LISA.	Designated eu-LISA staff members; Other external users invited to a conference.	Name, contact details and affiliation; e-Communication and/or connexion data;Image, audio; Other personal date: Topic/Title, Host, Start date, End date, Foreseen duration, Owner, Language, Location, Telepresence details, List of participants, Time zone, Recurrence; Connection data: audit logs of the meetings and IP Address.	N/A	N/A	Chat information in shared rooms – 24 hours Chat information in individual rooms - until deleted by the user or when the user is no longer active Connection data (audit logs) – 1 week	Designated eu-LISA staff members; Other recipients: Other external users invited to a conference.	If the participants are located in a third country		
121	0005/2021	05/03/2021		Human Resources Unit	**COVID 19 - Monitoring presence in eu-LISA premises**	The purpose of this processing is to monitor and control the occupancy rate in eu-LISA premises in order to keep track of the ratio between the number of people that is on site and outside the office as well as between a number of staff working (teleworking or in the office) or being absent (on leave).	Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Contractors of eu-LISA providing goods and services.	Name, contact details and affiliation Personal data retrieved from SYSPER 2: name, surname, department, unit, sector, location, staff member/external support), teleworking, weekend/public holiday, mission, leave/holiday. Personal data to be filled: presence at the premises.	N/A	N/A	**Input data:** At the moment: 2 years – essentially for audit purposes (present year + past year), in line with eu-LISA Financial Rules, in particular Articles 78-80. **For COVID-19 monitoring of presence in eu-LISA premises:** Output data related to occupancy rate: data from presence-absence table will only be processed for such purpose during COVID-19 crisis. Once the end of the pandemic is reached, the processing activity will stop and the data from presence-absence table will be kept in line with corresponding eu-LISA record – i.e. deleted 1 month after end of pandemic milestone is reached. This processing operation will continue until the outbreak of Covid-19 is finished.	Line managers of the data subject; Designated eu-LISA staff members and External service providers who have access to the respective site of the Agency's intranet	N/A		
120	0004/2021	04/03/2021		Executive Support and Stakeholder Relations Unit	**Profile photos of eu-LISA staff**	The purpose of the processing of personal data is in order to establish a stock of high-quality professional portrait photos of eu-LISA staff members for the use related to various online and offline/hybrid events and publications.	Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Contractors of eu-LISA providing goods and services.	- Name, contact details and affiliation - Personal data related to the organisation and management of the photo shooting session event (this includes the information given, before, during or after the event): contact details - first name, last name, title, function, e-mail; - Photos, where eu-LISA staff members appear are taken by contractors on behalf of eu-LISA, with prior authorisation and published (including controlled websites and Social Media) in the context of eu-LISA's activities (e.g profile image of the specific individual representing the Agency at an external conference is published on the conference website) - For the purpose of access control to eu-LISA facilities: first and last name; organisation; birth date; nationality; type, number and validity of an official identification document (passport, ID card) are collected prior to arrival (managed by the Security Unit).	N/A	Adria Congrex SRL	**Contact details to register in events:** - Personal data related to the organisation and management of the photo shooting sessions (this includes the information given before, during or after the event) will be deleted after the Agency has processed the final payment in relation to the related contract. - Personal data shared with the Security Unit for the purpose of access control to eu-LISA facilities is kept for the period needed to safely handle entry and exit to the premises. **Photos:** - Photographs taken at the photo shooting sessions are kept for 5 years before being deleted.	Line managers of the data subject; Designated eu-LISA staff members; Other recipients: - eu-LISA staff responsible for carrying out this processing operation - other eu-LISA authorised staff according to the "need to know" principle (e.g. Security Unit for the purpose of access control to eu-LISA facilities). Such staff abide by statutory, and when required, additional confidentiality agreements. - contractors providing services for the organisation of the photos shooting session and for taking photos - a wider public if it is provided that personal data is to be published on eu-LISA controlled websites or Social Media channels - Auditors in charge of a monitoring or inspection task in accordance with the EU legislation. - Third party IT tools, including Social Media	N/A		
119	0003/2021	01/02/2021		Planning and Standards Unit	**Architecture Review Board (ARB) survey**	The purpose of the processing of personal data is to measure staff satisfaction, optimise the functioning of the quarterly Architecture Review Board and allow overall a better decision making process. This enables the PSU to plan actions to improve the working environment and staff satisfaction.	Eu-LISA statutory staff	Name, contact details and affiliation;Connection data (IP address, logs, etc.); Cookies by Europa Analytics;	N/A	DG DIGIT, the Directorate-General for Informatics of the European Commission	No retention of the emails or personal data. Answers from EuSurvey and all data have been deleted. <u>Data from EuSurvey</u> is stored for 2 weeks after receiving respondents' participation in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EuSurvey by the survey owner. After completing the exercise, data from EuSurvey is transferred to eu-LISA's data center and manually deleted after 1 year First-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months. <u>For the survey owner:</u> As long as the user is an EU staff member, the user account remains active and personal data is therefore retained. However, users can, at any time, ask the	Line managers of the data subject; Designated eu-LISA staff members and EUSurvey operation team and Infrastructure administrators.	N/A		
118	0002/2021	29/10/2020		Human Resources Unit	**Recruitment - Online Interview tool**	The purpose of processing personal data is to manage synchronous and asynchronous online video interviews, according to the recruitment and selection procedures in eu-LISA. For that purpose, the recruitment team is making use of a system ("Cammio") in order to support the selection and recruitment for different categories of statutory staff (temporary and contract staff) or non-statutory staff (seconded national experts/interns).	Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts); the general public, including visitors, correspondents, enquirers; Candidates; Other statutory staff members of EU institutions that function as nominated selection committee members.	Name, contact details and affiliation; Video recording.	N/A	Cammio BV	<u>eu-LISA retention period:</u> The data storage policy is the following: • for applications received but not selected: data are filed and stored in archive for 2 years. After this time, they are destroyed; • for applicants placed on a reserve list but not recruited: data are kept for the period of validity of the reserve list + 1 year. After this time, they are destroyed; • for recruited applicants: data are kept for a period of 10 years from the termination of employment or as of the last pension payment. After this time, they are destroyed. <u>Cammio retention period</u>: Personal data will be kept in Cammio data server until the establishment of the reserve list plus 3 (three) months. . After deletion of candidate video recordings, data copies may still exist in existing backups. The backups are removed within 30 days and use a rotation schema.	Designated eu-LISA staff members; Other recipients: Service provider Cammio ;other statutory staff members of EU institutions that function as nominated selection committee members.	N/A		
117	0001/2021	12/02/2021		Executive Support and Stakeholder Relations Unit	**Meeting rooms´ naming contest**	The purpose of the processing of personal data is to enable the submission of proposals by employees with regard to the choice of meeting rooms 'names. The proposed procedure will be completed in three stages:	Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts).I16:I17	Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts); the general public, including visitors, correspondents, enquirers; Candidates; Other statutory staff members of EU institutions that function as nominated selection committee members.	N/A	DG DIGIT, the Directorate-General for Informatics of the European Commission	Within one month of the termination of the exercise, owner of the survey (COMS) will delete all forms of the submissions and results of the voting survey. With regard to the EuSurvey: <u>For the survey respondents</u>: Data from EuSurvey is stored for 8 weeks after receiving respondents' participation in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EuSurvey by the survey owner. After completing the exercise, data from EuSurvey is transferred to a folder with limited access to COMS and manually deleted after 1 year. Any file with downloaded data will be deleted after 1 year. First-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months. <u>For the survey owner</u>: As long as the user is an EU staff member, the user account remains active and personal data is therefore retained. However, users can, at any time, ask the	Designated eu-LISA staff members; EUSurvey operation team and Infrastructure administrators.	N/A		

116	0012/2020	26/11/2020		Governance and Capabilities Unit	**Member States Course Evaluation Questionnaire Withdrawn, replaced by 0013/2021**	Processing of personal data is necessary for the purpose of post training evaluation in order to measure the satisfaction and impact of eu-LISA training activities addressed to the Member States and to identify the improvement needs for each training. In order to collect the evaluation from the training participants, eu-LISA is using the following tools: - eu-LISA LMS Platform - Word document based forms - EUSurvey; In order to participate in the survey, the training participants receive an email, or an e-course notification, sent by eu-LISA training team to the email address provided by the participants during the training course registration. The message includes the link to the online survey, or a word document based survey form	EU-LISA statutory staff ; other individuals working for eu-LISA (consultants, trainees, interims, experts); Stakeholders of eu-LISA, including Member States representatives and Contractors of eu-LISA providing goods and services.	Name, contact details and affiliation; Details on education, expertise, profession of the person ; Organisation; Position; Function; Country; Telephone number and Email	N/A	DG DIGIT, the Directorate-General for Informatics of the European Commission	Data is archived after necessary reporting is provided (Annual reporting on training activities). Governance and Capability Unit only keeps the personal data for 5 years for reporting, budget and audit related reasons.	Line managers of the data subjects.	N/A		
115	0011/2020	20/11/2020		Corporate Services Unit	**Enrolment for Qualified Digital Signature**	The purpose of this processing activity is ensuring that eu-LISA's operational processes (e.g. signature of documents) can be performed while working remotely, with the help of qualified digital certificates for electronic signature. The reason of data processing by ICT Services at eu-LISA level is facilitating the enrolment process for certificate issuance. The reason of data processing at the level of the provider (data processor) is generated by the specific regulatory framework of entities acting as Certification Authority / Certificate Services Provider	Eu-LISA statutory staff: Other individuals working for eu-LISA (consultants, trainees, interims, experts)	Name, identity document number, e-mail address, mobile Number, position in agency's Organisational Chart. The set of data is sent as described before in and encrypted digitally signed document with the password sent by SMS to a mobile number given by provider.	N/A	DigitalSign Certificadora Digital S.A (DigitalSign)	The whole set of personal data is kept only during the process of enrolment; after this, just the name of the certificate holder is kept for audit trail purpose of this enrolment activity for a period of 5 years starting with the certificate issuance date. One certificate is valid for 12 months.	Designated eu-LISA staff members and DigitalSign Portugal designated staff for the enrolment process that will have to identify the certificate users based on their Identification ID and using the mobile smartphone application.	N/A		
114	0010/2020	18/11/2020		Governance and Capabilities Unit	**Industry Roundtable Event**	The Industry Roundtable event management usually includes the following purposes: - processing registration and participation requests; - event reporting including taking photos and audio-video recordings and their possible distribution and publication; - processing of contact details for communication purposes linked to the current event and for invitations to future similar events; - when the event is organised on one of its sites, for the purpose of access control to the event.	eu-LISA statutory staff; Stakeholders of eu-LISA, including Member States representatives; Contractors of eu-LISA providing goods and services; The general public, including visitors, correspondents, enquirers; Participants to the event, Member State experts; Representatives of industry; Staff of other EU Agencies and Institutions; Agency stakeholders and Public and third sector organisations.	- Contact data: title, first name, last name, organisation, email address, job title, country - Photos, video recording, sound recording and web-streaming where event participants and/or speakers appear. - When the event is organised on one of the Agency sites, for the purpose of access control to the event: first and last name; organisation; birth date; nationality; type, number and validity of an official identification document (passport, ID card) are collected prior to their arrival.	Adria Congrex	Event Media OU P.A. Incentive	Time limit on data retention has been defined as 12 months for data storage in the Agency's shared drives and external contractor's. The respective time limits for data retention have been defined to ensure that: **the data is stored on the online platform for a sufficient amount of time to allow the necessary activities to take place (e.g. analysis, download); Personal data details will be deleted** after one year of the event celebration. **the data is stored in the Agency's shared drives as long as necessary and as short as possible to allow meaningful use of the collected data, such as contacting the persons** expressing interest in participating in the Agency's events in the year following the submission of personal data in context of the preparation for the future events organised by the Agency. In order to confirm the data retention for future events contact, participants are requested consent when filling the registration form for attendance. Upon the end of the 12-month data retention period for the Agency's shared drives, representative of the data controller will manually delete the data stored in the Agency's shared drives.	Designated eu-LISA staff members; External service provider supporting the organization of the event; Participants at the events: limited to contact details, if participants have consented; A wider public if it is provided that personal data is to be published on eu-LISA controlled websites or Social Media channels; Contractors or security staff, if the event takes place in eu-LISA premises, limited only to the data necessary to access the premises.	Cisco Webex shares Registration Information, Host Information, and/or Usage Information with service providers, contractors or authorized third parties to assist in providing and improving the Service. The data shared may include aggregate statistics, de-identified, or pseudonymized data. All sharing of information is carried out consistent with the Cisco Privacy Statement and with third-party service providers that can provide the same level of data protection and information security provided by Cisco.		
113	0009/2020	30/09/2020	30/09/2020	Governance and Capabilities Unit	**Training Needs Assessment (TNA) for Member States, Withdrawn, replaced by 0013/2021**	The purpose of the processing of personal data is to evaluate the Member States' training needs on yearly basis. Data is collected by the controller through a questionnaire by using EUSurvey web tool. EUSurvey is a web application for online survey creation and publication developed and maintained by DG DIGIT, the Directorate-General for Informatics of the European Commission known as "DIGIT". The Service offered is subject to the acceptance of the terms of service as well as all other operating rules, policies and procedures that may be published at any time.	Eu-LISA statutory staff, Stakeholders of eu-LISA, including Member States representatives	Name, contact details and affiliation; Details on education, expertise, profession of the person; Connection data (IP address, logs, etc.); Cookies via Europa Analytics.	N/A	Directorate-General for Informatics (DIGIT) of the European Commission, as manager of the application EUSurvey.	<u>For the survey responders</u>: Data from EuSurvey is stored for 2 weeks after receiving respondents' participation in a secured and protected database hosted by the Data Centre of the European Commission and is manually deleted from EuSurvey by the survey owner. After completing the exercise, data from EuSurvey is transferred to eu-LISA's data center and manually deleted after 1 year (until to the next TNA cycle).First-party cookies used by Europa Analytics when using the domain europa.eu (used by European institutions' websites) will expire and be automatically removed from the user's device after 13 months. <u>For the survey owner</u>: As long as the user is an EU staff member, the user account remains active and personal data is therefore retained. However, users can, at any time, ask the EUSurvey team to terminate the account if they no longer wish to use the service. In this case, the user account, all associated data and all surveys and results will be permanently deleted.	Line managers of the data subject; Designated eu-LISA staff members and EUSurvey operation team and Infrastructure administrators.	None		
112	0008/2020	22/07/2020	25/02/2021	Security Unit	**Masks Distribution**	As part response to the coronavirus (COVID-19) infection in 2020, specific requirements and recommendations have been issued by the national authorities of the countries where eu-LISA performs activities. One of the requirements is the use of masks in case a specific interpersonal distance (1.5-2m depending on the county) cannot be respected at work. In order to implement these requirements the agency has purchased masks and requested all persons on site to wear the masks in case that the interpersonal distance cannot be respected. The distribution of masks is recorded on a weekly basis by the Security Unit for keeping register of masks availability, allow monitoring and addressing any complains on the proper process implementation.	Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Contractors of eu-LISA providing goods and services; The general public, including visitors, correspondents, enquirers	Name, contact details and affiliation; Signature	N/A	N/A	60 days since collection	The data can be shared with the Task Force for statistical purposes and to check if all persons present on site have properly received the allocated number of masks or to address any possible complains.	None		
111	0007/2020	09/06/2020	09/06/2020	Corporate Service Unit	**Mobile Devices Management**	The purpose of the Mobile Devices Management (MDM) is to secure and manage mobile devices at corporate level. MDM software solutions / tools are used for distribution of configuration settings, policies and applications on mobile devices (smartphones and tablets), for corporate and potentially employee-owned (BYOD) devices. The MDM solution allows eu-LISA to maintain control over the mobile assets and implement certain level of security. In addition, the solution provides the capability to control corporate contents (including apps and related data, documents, files etc.) Also, the MDM software solutions are used to secure the corporate email functionality configured on corporate devices	eu-LISA's personnel (i.e. statutory staff, intramuros, interns and SNEs)	Name and contact details such as corporate email address, corporate mobile number, corporate postal address, company and department, country of the premises is processed	N/A	Microsoft	Operational data remain in the cloud (Azure) until deletion. After deletion, they remain for thirty (30) more days.	Within eu-LISA: Corporate IT System Admin Team Security Team Outside eu-LISA: Microsoft Azure team	None		
110	0006/2020	29/06/2020	29/06/2020	Governance and Capabilities Unit	**eu-LISA Events – Call for expression of interest**	To contact individuals in order to provide the necessary logistical information regarding their participation in the event, and to invite persons to submit proposals for events organised by eu-LISA the year following data collection where relevant.	Representatives of industry, public and third sector organisations, as well as private individuals	Contact data: title (optional), first name, last name, function (optional), organisation, email address, phone number (optional). IP address of every server request is collected by DG DIGIT as data processor and owner of the EU Survey platform for security reasons.	N/A	European Commission Directorate-General for Informatics (DIGIT)	2 weeks for the EU Survey platform and 12 months for data storage in eu-LISA shared drives, as of the last date of data collection announced in the respective questionnaire.	eu-LISA staff, eu-LISA contractors (intramuros). DG DIGIT as data processor does not have access to the information submitted using the online form, however, the IP of every connection is saved for security reasons for every server request.	None		
109	0005/2020	25/06/2020	18/03/2021	Enterprise Project Management Office (EPMO)	**Work & Resource Management** **(formerly named 'Planview/ PPM tool')**	Planview products used by eu-LISA are Planview Enterprise One™ and Planview Projectplace™. **Planview Enterprise One**™ is necessary for eu-LISA's business management purposes for the identification, planning, selection and utilization of resources (staff and intramuros) who are assigned to specific work logged in the system, along with budgetary/ cost information. **Planview ProjectPlace**™ is necessary for eu-LISA's business management purposes for the collaboration and exchange of information between resources (staff, intramuros and external users) on specific work related to the workspaces they are assigned to.	Eu-LISA statutory staff ; Other individuals working for eu-LISA (consultants, trainees, interims, experts);Stakeholders of eu-LISA, including Member States representatives; Contractors of eu-LISA providing goods and services	Name, contact details and affiliation;e-Communication and/or connexion data; eu-LISA internal end users (statutory staff/ SNE/ Interns/ Intramuros) like: • Function details (job title, contract type, blended (average) rates, start and end date of service within the Agency, job title changes); • Resource capacity information (beginning and end of a task, time allocation of a resource to specific work - standard project, BAU activity or informal project, hours spent in each task, overtime, absence hours, status of approval of resources, part time resources capacity). From external users, eu-LISA may process other mandatory personal data in Planview ProjectPlace, like department and company. The following information is processed by eu-LISA in Planview ProjectPlace from both internal and external users, only if applicable: • membership to one or more ProjectPlace workspace; • comments provided (as reply to project place cards, conversations, or documents) • ProjectPlace cards assignments (in case card is assigned to a member of ProjectPlace) • documents updates (name and time stamped) (in case document is reviewed by a member of ProjectPlace) **Non-mandatory personal data:** Workload status; Image; Title; Capacity (capacity in hours and minutes per week); About me (free text field); Personal contact formation, as follows: work phone, mobile phone (if different from the primary one provided for authentication), e-mail (different from the primary one provided), address, city, post code/ zip; Organisation; Meetings attendance. Planview uses cookies	N/A	Insight Technology Solutions Belgium Inc., Planview International AB as a sub-processor	• eu-LISA will keep Planview users' personal data on the related work activity for 7 years after project closure, based on the MFF planning cycle and within the contractual agreement with Planview; • Servers/backups of content is deleted after ninety (90) days; • Operational logs of the service (e.g. user access logs) are kept for 365 days before deleting; • Planview will keep the users' personal information for the duration of the specific commercial contract between Planview & eu-LISA. Upon expiry, all data from Planview products is deleted at the most thirty (30) days adjacent to the termination of a contract.	Line managers of the data subject; Designated eu-LISA staff members; Other recipients: • All eu-LISA non-staff members, as well as external end users (contractors or member state representatives) as identified in point 3.1. may be recipients of ProjectPlace information, for the purposes listed in section 2.2; • eu-LISA internal members (staff and intra-muros) may be recipients to Planview Enterprise One personal data, for the purposes listed in section 2.2; • Planview Technical Team have access to personal data in Planview products in order to ensure administration and maintenance.	Planview is a cloud-based platform which, generally, processes personal data only within the territory of the European Union and the European Economic Area. Some categories of personal data may be processed outside of EEA in the U.S and UK (e.g.: users' log-ins and contact information, like email address) for the purpose of administration and maintenance of Planview platform and ensuring customer support and training needs to eu-LISA users. Standard Contractual Clauses apply.		
108	0004/2020	06/04/2020	03/03/2021	Security Unit	**COVID-19 - Manual contract tracing** **(formerly named 'COVID-19 health data')**	To verify the staff fitness to work according to the applicable legal and statutory obligations, implement policies to promote staff health and wellbeing, reduce the risk of infection in its premises, to protect the health of its staff and to provide adequate follow up. To address national requirements in order to prevent and control the COVID-19 outbreak, health related data can be shared with the national competent authorities (public health authorities, border crossing authorities, national authorities in case of access to specific areas of eu-LISA premises where proof of health is required).	eu-LISA staff, SNEs, interns, intramuros, contractors working in eu-LISA sites, visitors to eu-LISA sites	Name, surname, health status related to COVID-19, travel details related to risk areas, time of onset on COVID-19 symptoms, list of close contacts with the staff member concerned over a period to be determined on a case-by-case basis after appearance of the first symptoms, result of the test (when the need for testing has been confirmed)	N/A	N/A	Personal data is stored for 14 days to ensure the complete tracing of the contacts of the affected data subject. Following the complete tracing of the contacts of the affected data subject, data will be deleted after an additional retention period of maximum 14 days. (28 days in total)	**Internal:** eu-LISA personnel with the need to know to trace the possible spread of the virus and contain (line manager, Task Force members, relevant delegated officer) **External:** contact points of the contracting companies who's employees might be affected, competent national authorities (e.g. border authorities, public health authority)	None		
107	0003/2020	06/04/2020	25/02/2021	Security Unit	**COVID-19 Derogatory trip certificates** **(formerly named 'COVID-19 response')**	To limit and manage the outburst of the coronavirus (COVID-19) infection in 2020, specific forms have been issued by the national authorities of some countries where eu-LISA performs activities/requires access in order to perform its activities and needs to be filled in by every person when commuting to work and confirmed by the employer. To address further national requirements and border checks during the outbreak, the agency needs to collect and provide to the competent national authorities travel details of its personnel to the agency sites.	The internal list of signed derogatory forms: eu-LISA staff, SNEs, intramuros, contractors (MWO) and other contractors working in eu-LISA sites; List to national authorities: eu-LISA staff and intramuros	Name, contact details and affiliation;Details on education, expertise, profession of the person; Other personal data: - Name, surname, contact details and affiliation of non-staff members - The derogatory certificates contain the following personal data: name, surname, functions, name of employer, date of birth, residence address, place of birth, place of work, signature, nature of work, commuting details (e.g. means of transport) validity period, name, surname and professional phone number of points of contact, date of issue, name of eu-LISA approver, and other data required in the derogation certificate issued by the national authorities. - The list sent to national authorities contain de following personal data: name, surname.	N/A	N/A	For the period of the legal requirements for the form and additional 6 months afterwards for audit purposes	**For derogatory forms**: <u>Internal:</u> eu-LISA staff, who needs to authorise the work commuting and who approve and sign the derogatory documents; <u>External:</u> the certificate holder. Upon request, the certificate will be made available to the appointed staff of the competent national authorities (e.g. Border authorities, police authorities, etc.). **List for national authorities**: <u>External recipient</u>: the appointed staff of the competent national authorities (e.g. Prefecture of Strasbourg)	None		
106	0002/2020	27/02/2020	27/02/2020	Security Unit	**Cyber Exercise Platform**	To register participants in the CEP (Cyber Exercise Platform) for the effective management ofthe exercise, as well as the overall conduction of the exercise and analysis of relevant results	Participants from eu-LISA, EU Member States and concerning parties, including the European Commission	<u>a) Contact data</u>: name, surname, business function*, affiliation*, sector, business address*,country, phone number(s), fax number*, e-mail information, photo* and business website*(*denotes optional data). b) <u>Exercise-related data</u>: while participating in different exercise projects a user may produce data in the platform related to these projects, for example data related to his or her knowledge, opinion or analysis in the field of information security or data related to the evaluation of a specific exercise project, e.g. by filling in relevant evaluation surveys, quizzes, reports etc. This data is optional. c) <u>Platform logging and monitoring data</u>: events and actions in the CEP are logged and monitored for performance and security reasons, such events may include participants' successful log-in/logout, failed log-in attempts, etc.	ENISA	N/A	Up to 6 months after the finalisation of the evaluation report of the last exercise project that a user participates in. Backup data may be kept for a maximum of 2 years after the planned execution of the exercise for security reasons	Security Unit of eu-LISA, ENISA	None		
105	0001/2020	31/01/2020	31/01/2020	Security Unit	**Teambuilding exercise** ***Finished**	To generate subjects Personal Profile, and to provide a copy to them as part of a workshop or debriefing facilitated by an accredited Insights Discovery Practitioner; and to provide the Security Unit with "Colour Dynamics" and "Wheel Position", and to generate a "Team Wheel" showing where the Wheel positions colleagues in relation to each other.	All staff and intramuros working for the Security Unit, who have given their consent	First name and family name, entity, email address, gender, unique personal profile, IP address.	N/A	Insights	Up to 6 months	Insights or an Insights-branded regional office; an independent licensed Distributor; or eu-LISA	None		
104	0006/2019	12/12/2019	30/06/2021	Finance and Procurement Unit	**Public procurement procedures**	Management and administration of procurement procedures by eu-LISA	eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts), Contractors of eu-LISA providing goods and services, Natural persons affiliated, irrespective of legal capacity, with the tenderer/candidate, its staff and subcontractors, and/or whose data is required by the procurement procedure.	Identification data: name (first name, surname); date of birth, ID number, passport number, signature, country of residence, nationality, gender, function/position of authorised legal representative of a company, Contact details: email address, business and mobile telephone number, official postal address, country of residence, website; Financial data: bank account reference (IBAN and BIC codes), VAT number, national registration number, balance sheets; Information relating to eligibility and exclusion and selection criteria: proof of security clearance, certificates of good conduct, certificates for social security contributions and taxes paid, extracts from judicial records, chamber of commerce extracts, expertise, personal skills and competences (e.g. technical skills, languages), educational background (e.g. diplomas, certificates), professional experience (e.g. curricula vitae, professional references) including details on current and past employment;	European Commission DG BUDGET manages ABAC is the financial and accounting application set up by the Commission, to monitor the execution of its budget and to prepare its accounts. DG DIGIT (DIGIT-SYSPER2@ec.europa.eu) implements and maintain the accounting IT tool ABAC.	European Commission (when specifically provided in an SLA e.g. for the use of platforms provided by the EC such as ABAC or ARES).	All files relating to the Agency's procurement procedures, including personal data, are to be retained within the procurement offices until the procedure is finalised, and in the archives for a period of up to 10 years following the execution of the last payment made under the related contract. Extracts from judicial records, as part of the procurement file, are to be kept for a maximum of 10 years following the execution of the last payment made under the related contract.	<u>eu-LISA Staff:</u> authorised finance and procurement staff members, members of opening and evaluation committees, Responsible authorising officer and the staff entrusted with ex-ante controls, Legal officer, Internal audit capability, Accounting Officer; <u>External Contractors and consultants</u>: on an exceptional basis and under strict supervision and limitations, when specialised expertise is not available within euLISA; <u>Bodies and institutions</u> in charge of monitoring, audit or inspections tasks (e.g. the Commission's Internal Audit Services (IAS), European Court of Auditors (ECA), European Ombudsman (EO), European Court of Justice (ECJ), European Data Protection Supervisor (EDPS), European Public Prosecutor Office (EPPO), European Anti-Fraud Office (OLAF); The European Commission as the manager of specific IT tools used by eu-LISA for the conduct of procurement procedures and contract management (ABAC, ARES, eTendering, eNotices, eSubmission); Other EUIs/EUAs in the case of joint procurement procedures; <u>Members of public:</u> in case you are awarded a contract, some personal data will be made public, in accordance with the eu-LISA's obligation to publish information on the outcome of procurement procedures (except for very low value contracts i.e. below 15,000.00 EUR). The information will concern in particular the name of the contractor, subject matter of the contract and the amount awarded. It will be published in supplement S of the Official Journal of the European Union and/or on the website of the eu-LISA.	None		
103	0005/2019	14/10/2019	14/10/2019	Human Resources Unit	**Teambuilding exercise** ***Finished**	To generate the Personal Profile, and to provide a copy to the individual as part of a workshop or debriefing facilitated by an accredited Insights Discovery Practitioner; to provide the Management Committee (MC) with a "Colour Dynamics" and "Wheel Position", and to generate a "Team Wheel" showing where the Wheel Positions of the MC sit in relation to each other.	eu-LISA Management Team (MC), functions reporting to the ED.	First name and family name, entity, email address, gender, unique personal profile, IP address.	N/A	Churchill Square, Insights	Up to 6 months	Insights or an Insights-branded regional office; an independent licensed Distributor; or eu-LISA	None		
102	0004/2019	23/04/2019		Human Resources Unit	**Outside activity permission**	Avoiding outside activity or assignment that would interfere with the performance of the staff member's duties or which are incompatible with the interests of the Agency.	Staff members of eu-LISA	Name, position, name and location of the organisation for which the outside activity is requested, other relevant information facilitating evaluation of the compatibility of the outside activity with the interests of the Agency	N/A	N/A	5 years from the end date of the outside activity	Persons and bodies identified in the Implementing Rules and in the request form ("Note to the ED")	None		
101	0003/2019	05/04/2019	23/11/2020	General Coordination Unit	**eu-LISA Internal Events**	Processing of personal data in the context of internal events and for internal communication purposes. Data processing is intended to improve the professional and personal exchanges of information between all the staff of eu-LISA. The publication of images on eu-LISA approved corporate internal communication platforms, channels and outlets taken at in-house events helps to share internal information, to improve communication and visibility and to enhance team spirit and belongingness within eu-LISA.	eu-LISA statutory staff; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Contractors of eu-LISA providing goods and services and - Family members of staff (Only in case of photos taken and later shared with participants. If photos of the family members are taken, they are not published, but the location where these could be found for personal records might be indicated).	**Name, contact details and affiliation; Details on education, expertise, profession of the person and Photos, video recording, sound recording where event** participants appear are taken by eu-LISA staff or by contractors on behalf of eu-LISA, with prior authorisation or announcement during the event and published (including controlled websites) in the context of the event and in the framework of the eu-LISA's activities. Provisions are taken to allow objection by the data subject.	N/A	Adria Congrex SRL Pomilio Blumm SRl	The audio/video recordings of internal events, such as staff assemblies, will be kept accessible for staff for 2 years in order to effectively inform the staff on change management, core business and administrative matters and transparent decision making. Any recording that is not relevant for making available to staff for post hearing/viewing will be deleted after their use (e.g for drafting minutes). Photographs and videos related to life and mandate of the Agency will be kept accessible for staff for 5 years for the purposes of preserving the historical memory of the Agency. PowerPoint presentations highlighting the newcomers will be deleted after their use on approved internal communication channels and outlets (screens). Newcomer's introduction and photo published in the newsletter, as well as the archive of the published editions of the weekly internal newsletter, will be kept for the purposes of preserving the historical memory of the Agency for 5 years. All data will be deleted after the end of their respective retention periods, and access to selected data will be restricted to COMS staff.	Designated eu-LISA staff members; all users in the eu-LISA mailing list for newsletters; all users of eu-LISA intranet; contractors providing services for the event organisation: photos, videos (limited to list of participants) and security staff (limited to list of participants).	None		

100	0002/2019	15/02/2019	23/11/2020	General Coordination Unit	**eu-LISA External Events (eu-LISA events management)**	Registration of personal data in the context of the management of conferences / roundtables / meetings / workshops / information days / events / seminars and other events organised by eu-LISA and of contact details of individuals participating in the events. The external event management usually includes the following purposes: - processing invitations and participation requests; - management of dietarian preferences, if applicable; - secure access to the eu-LISA premises (managed by the Security Unit) or to the place where the event is organised, as applicable. - event reporting including taking photos and audio-video recordings and their possible distribution and publication; - processing of contact details is for communication purposes linked to the current event and for invitations to future similar events. - in the case of invited speakers to eu-LISA events, data is processed for accommodation and travel purposes and the reimbursement of travel and/or accommodation expenses.	eu-LISA statutory staff; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Stakeholders of eu-LISA, including Member States representatives; Contractors of eu-LISA providing goods and services and the general public, including visitors, correspondents, enquirers.	Photos, video recording, sound recording and web-streaming where event participants and/or speakers appear are taken by Eu-LISA staff or by contractors on behalf of Eu-LISA, with prior authorisation or announcement during the event and published (including controlled websites and Social Media) in the context of the event and in the framework of the eu-LISA's activities. Provisions are taken to allow objection by the data subject; For the purpose of booking accommodation and travel for speakers, passport details are collected by the processor; For the purpose of reimbursement of travel and/or accommodation expenses to speakers that have made their own bookings, financial details are collected by the processor; For the purpose of access control to eu-LISA facilities: first and last name; organisation; birth date; nationality; type, number and validity of an official identification document (passport, ID card) are collected prior to their arrival (managed by the Security Unit). Data subjects' consent will be required to collect the following personal data processing: Dietary requirements (optional) for event participants ; The sharing of the participants list/ attendee list containing first name, last name, organisation, e-mail address with other participants; If applicable, the publication of your personal data contained in minutes, reports, powerpoint presentations or relevant documentation used during meetings on a publicly available website or printed to illustrate communication material, photo albums and/or videos. The processing of participants' personal data for inviting them to future events the data controller may organise or for managing your subscription to a newsletter of the data controller. Individual and/or groups photographs or audio-visual recordings.	N/A	Adria Congrex SRL	Contact details to register in events: The final list of participants will be deleted after the final report and invoice is paid, for the purpose of verification of numbers and costs unless the participants had given their consent that they may be used by eu-LISA to invite them to future similar events and activities. Photos, video recording, sound recording and web-streaming: Sound recordings of events, when not for publication, will be deleted after the final report of the event is delivered, but no longer than 6 months after the end of the event. Videos and photographs taken at external events will be kept for 5 years period for possible use in eu-LISA reports and publications. Consent for use of such material is collected on registration forms. Personal data collected to manage access to eu-LISA sites is kept only for the duration needed to safely handle access and exit from the site. All data will be deleted after the end of their respective retention periods. Dietary requirements collected with the registration data will be deleted after the final invoice and report have been processed.	Designated eu-LISA staff members; contractors providing services for the event organisation: photos, videos and catering; contractors or security staff, if the event takes place in eu-LISA premises, limited only to the data necessary to access the premises; participants at the events: limited to contact details, if participants have consented; a wider public if it is provided that personal data is to be published on eu-LISA controlled websites or Social Media channels Auditors in charge of a monitoring or inspection task in accordance with the EU legislation. Third party IT tools, including Social Media. In order to inform about and promote the events videos may be also uploaded to one of our social media pages and the data subject may need to follow links from eu-LISA website to other relevant social media. In the event that you click on a button or "play" on a video to watch it, a cookie of the social media company concerned could be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties. The use of a third party IT tool does not in any way imply that eu-LISA endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, eu-LISA doesn't take any responsibility for lack of service due to their downtime.	None		
99	0001/2019	24/01/2019		Human Resources Unit	**Uploading information to the Planning IT Tool**	To comply with the legal obligation on planning and updating plans for the activities and projects of the Agency	All saff members and the SNEs	Surname, allocatation to the organisational entity, title of the post and type of contract	N/A	N/A	1 year after the adoption of the establishment plan for the year indicated in the planning	Managers at eu-LISA, authorized members of the Corporate Services Unit and all staff members who are authorized to use the planning ITtool and contribute to the planning process	None		
98	0016/2018	30/10/2018	18/03/2022	System Operations Unit	**IT Service Management Tool (formely named "eu-LISA ITSM Tool SM9")**	For managing incidents, problems, and related changes, and standard requests for all the core business systems concerning the Largescale IT systems as external IT support to Member States	eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts), Stakeholders of eu-LISA, including Member States representatives, Contractors of eu-LISA	First name, famiy name, office e-mail address, office phone number, Service manager ID, e-Communication and/or connection data	N/A	Microfocus	Until the respective account is active in SM9; after deactivating, 2 years for audit purposes	Designated eu-LISA staff members, Contractors	None		
97	0015/2018	26/10/2018		Staff Committee	**SC survey to select points of interest for eu-LISA staff members**	To identify the topics of high interest for staff members that the Staff Committee has to focus on and handle with high priority	Staff members, contractors, experts, Members of Advisory Groups	Work email	N/A	N/A	3 months	Staff committee, HR	None		
96	0014/2018	22/10/2018		Applications Management and Maintenance	**EES Implementation Status survey**	To identify and thus recognize individual MS representants who update the current status of preparation for EES project EiO	MS representatives	The MS work email point of contact	N/A	N/A	Email addresses will be collected and stored in a restricted folder in H: in a password protected file for aperiod of 3 years after the close of voting	The ones responsible and with the need-to-know purpose to manage the EES implementation status.	None		
95	0013/2018	22/10/2018		Security Unit	**Security suite McAfee**	Monitoring for malware, intrusion and Data Loss Prevention related information on eu-LISA corporate computers and servers (Security Unit); monitoring and maintaining McAfee ecosystem solutions, including e-PO, Endpoint Security, VSE, web control etc (CSS)	All personnel (Staff, intramuros, interns, SNEs) using a corporate laptops and servers.	Username, hostname and other data, including the hostname, malicious file path, attached external device, the time and date, are logged in the central console. Malware alerts are sent to the information security staff and some CSS personnel via email.	N/A	N/A	1 year	Staff members and contractors of the Security Unit tasked with information security, Staff members and contractors of the Corporate Sector, tasked with the configuration and maintenance of the McAfee suite, to the extect necessary to perform their tasks	None		
94	0012/2018	19/09/2018	03/06/2021	DPO	**eu-LISA DPO mobile app**	To share knowledge, disseminate news and best practices among the eu-LISA stakeholders and any other person interested in data protection at eu-LISA.	The general public, including visitors, correspondents, enquirers; - Users of the eu-LISA DPO mobile app.	e-Communication and/or connexion data; - Users' clients data of the internet connection to the app stores.	"Google Play" app store "Apple Store" app store	N/A	For the time the app is active in the stores without prejudice of retention periods aligned by the APP Stores, that can be found in their own Privacy policies.	Designated eu-LISA staff members: - DPO is only recipient of anonymised statistics on the number of users of the app. - Other recipients: App Stores.	None		
93	0011/2018	06/08/2018		Security Unit	**Registration of Tallinn HQ Visitors**	Authorise, record and monitor the access of visitors to the premises of eu-LISA	Visitors that are invited to come to the premises of eu-LISA	The records/logs of entries and exits of the badge, name, surname, ID document number	N/A	Security services providers in premise	For 60 days from the recording	Security Unit personnel and security services providers in premise	Nome		
92	0010/2018	16/07/2018		Security Unit	**Access to Tallinn premises**	Authorise the access rights, record and monitor the use of each access card/token distributed to eu-LISA staff and the authorised contractors to access the eu-LISA premises	Staff members and any other person performing regular (each day) tasks inside eu-LISA premises	The records/logs of entries and exits of all badges associated with the data subject	N/A	Security services providers in premise	For 60 days from the recording	Security Unit personnel and security services providers in premise	Nome		
91	0009/2018	01/06/2018	01/07/2020	Security Unit	**Personal Security Clearance Contractors**	Ensuring that eu-LISA contractors and subcontractors fulfil the contract security requirements, including but not limited to security clearance related processes, background checks (e.g.: criminal records), proven identity and signatures of non-disclosure agreements and declarations of confidentiality.	Contractors and subcontractors, including MWO, intramuros and extramuros contractors	Full names, dates of birth, place of birth, citizenships, dates of starting and ending to work on the execution of euLISA contracts, profile/position name, unit and sector in which work is to be performed, contract number and name, the contract owner from eu-LISA, if provided, the PSC certificate, the level of PSC needed, PSC status, date of expiration of PSC, if provided, the criminal records certificate, if provided, the signed NDA/declaration of confidentiality, if provided, the identity document. If provided for proving the fulfilment of the security requirments, the specific documentation certifying proof of completion is stored accordingly (copies of the PSC certificates / documentation stating the initiation of the PSC process, copies of the criminal records certificates, copies of the national IDs/passports, copies of the signed NDAs/declarations of confidentiality).	N/A	N/A	Data is stored for the entire period the data subjects involvement in the execution of eu-LISA contracts, in order to guarantee their access need during the whole period of the contract execution. The data are stored for one additional year from the moment the data subjects stop working in the Agency, in case any security incidents are discovered or for specific security related risks.	**Internal recipients:** - eu-LISA Security Unit's personnel - eu-LISA contract owners for the contract they manage (only the information about the status of the security requirements);. **External recipients:** - Austrian authorities hosting eu-LISA's back-up site, for the representatives of eu-LISA contractors/subcontractors needing to access the back-up site (copies of the PSC certificates and other documentation, copies of the national ID documents/passport) - The NSAs of the MSs, whenever they request eu-LISA to confirm the need for starting the PSC process, or when the contractors/subcontractors request eu-LISA to sponsor their request to start the PSC process for their representatives, or whenever eu-LISA needs to have confirmation for the validity of the PSC	None		
90	0008/2018	01/06/2018		Security Unit	**Personal Security Clearance Staff**	For the security purpose of ensuring that all the concerned eu-LISA personnel is cleared accordingly to the range of their tasks and responsibilities, including the need of accessing certain classified information of a specific classification level or certain specific secured areas		Personal identification data for each eu-LISA staff together with the details of the PSC status and/or PSC details (level of classification, date of issuance, date of expiration, etc.).	N/A	European Commission - Directorate of Security for the part of the process concerning the liaison with the NSAs	The data are stored for one additional year from the moment the data subjects stop working in the Agency	eu-LISA Security Unit's personnel, as well as the EC- Directorate of Security, Austrian authorities hosting eu-LISA's backup site, for the eu-LISA personnel needing to access the back-up site, other EU bodies and institutions organising specific events which eu-LISA's personnel needs to attend and provide a proof of their PSC (e.g.: for participating in the activities organised by specific committees of EU Council, or as part of the Scheval activities, etc.).	None		
89	0007/2018	23/07/2018	01/09/2022	Executive director	**Whistleblowing**	The purpose of the processing is to enable eu-LISA staff to report concerns about fraud, corruption or other serious wrongdoing and irregularities in accordance with the eu-LISA decision on eu-LISA revised Guidelines on Whistleblowing (Management Board Decision No 2022-039 of 4.03.2022) while ensuring the necessary protection to whistle-blowers in line with the Guidelines on processing personal information within the whistleblowing procedure issued by the European Data Protection Supervisor on 17.12.2019 (Guidelines on processing personal information within a whistleblowing procedure)	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services The general public, including visitors, correspondents, enquirers Relatives of the data subject Witnesses, whistle-blower, alleged wrong-doer(s), any other persons quoted in the file.	Name, contact details and affiliation e-Communication and/or connexion data Personal identification numbers Image, audio Details on education, expertise, profession of the person Economic and financial details Family, lifestyle and social circumstances Goods and services the person provides Location data Other basic personal information about the categories of persons mentioned above, such as gender, age, name of line manager, hiring date, contractual category and grade, organisational entity. Data which enables the persons involved in whistleblowing process to be identified. E-mails or other type of communications exchanged by the affected individuals. Statements of an alleged wrong-doer, witnesses and a whistle–blower. Information, such as allegations and declarations, provided during the process by a staff member (temporary and contract agent), Seconded National Experts, external service providers, and/or witnesses. Depending on the subject and issue being whistle–blown, special categories of data may appear in an ad-hoc basis in the context of a whistleblowing report and may be processed during the investigation. Personal data relating to any person implicated in a whistleblowing report might be processed, including potentially data on suspected offenses, offenses, criminal convictions and security measures, as well as data on professional conduct and behaviour. o Any information that is not clearly of interest or relevance to the allegations will be immediately deleted and not further processed.	N/A	N/A	File sent to OLAF: Data retained until a final decision is made by OLAF on opening or closing of an inquiry Files which do not lead to the opening of an inquiry: Data destroyed as soon as the OLAF decision is received Files received from OLAF on the basis of which an administrative inquiry or disciplinary procedure are opened:Kept in line with the retention periods foreseen for those files (administrative inquiry or disciplinary procedure	Line managers of the data subject Designated eu-LISA staff members Internal recipients: Recipients include specific persons within eu-LISA (Heads of Unit, the Executive Director) to whom a whistleblowing report is submitted. They may also involve other persons within eu-LISA who are directly or indirectly implicated in a whistleblowing case. o External recipients: include primarily OLAF. In some cases, a whistleblowing report might need to be transmitted to other recipients, such as judicial authorities, in the course of a disciplinary or other procedure, [e.g. the Commission's Internal Audit Services (IAS), European Court of Auditors (ECA), European Data Protection Supervisor (EDPS), European Public Prosecutor Office (EPPO)]	None		
88	0006/2018	22/06/2018		Human Resources Unit	**Staff committee Election Board**	For the election of a Staff Committee of eu-LISA	eu-LISA satff members	Staff member's name, surname, category: TA AD, TA AST,CA, SNE, interim ; place of work :TLL,STR, BRU.	N/A	N/A	By 18 Oct 2014	Election Board	None		
87	0005/2018	01/03/2018	21/09/2021	Security Unit	**Acceptable use Policy forms, collecting the agreement from the users**	The purpose of processing personal data as part of the eu-LISA Acceptable Use Policy (AUP) operation is to keep evidence of eu-LISA's personnel becoming aware of and acknowledging the provisions of the AUP in order to ensure that the Agency ICT services are used in an appropriate, acceptable and authorised way by the Agency personnel. The AUP and its addenda describe the ways in which the personnel ought to make use of any tools, equipment, tangible and intangible assets provided by the Agency and thus so as to avoid compromising its own security.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Contractors of eu-LISA providing goods and services Staff members (including temporary and contractual agents), SNEs, interns and contractors (Intramuros or other category of contractors receiving and using tangible and intangible ICT equipment or assets belonging to the Agency.	Name, contact details and affiliation e-Communication and/or connexion data	N/A	N/A	The data is being stored for the entire time of the employment of the data subjects at eu-LISA plus an additional 3 months thereafter.	Designated eu-LISA staff members - Security Unit personnel	None		
86	0004/2018	01/06/2018		Human Resources Unit	**e-Recruitment - for managing the recruitment process in an electronic form**	To establish reserve list and fill in the vacant post within euLISA	Candidates	Identification data, contact details, career data, spoken languages, criminal record, medical data	N/A	N/A	For applications received, but not selected: the paper dossiers are filed and stored in archives for 2 years after which time they are destroyed; for applicants placed on a reserve list, but not recruited: data is kept for the period of validity of the reserve list + 1 year after which time it is destroyed; for recruited applicants: data is kept for a period of 10 years as of the termination of employment or as of the last pension payment after which time it is destroyed.	HRTU, the Selection Committee members, and, if necessary, to the Executive Director, Security and/or Legal Officer of eu-LISA	None		
85	0003/2018	14/05/2018	04/06/2021	Executive director, Corporate Services Department, Legal Sector	**Processing personal data in the context of complaints under Article 90(2) of the Staff Regulations and other situations of complaints and litigation (formely named 'Handling Art90 Complaints')**	The purpose of the processing operation is to handle the complaints under Article 90(2) of the Staff Regulations (SR) addressed by a staff member to the Authority Entitled to Conclude Contracts of Employments (AECE) of eu-LISA (i.e. Executive Director), by applicants involved in recruitment procedures and by any individual who considers him or herself negatively affected by decisions of the Agency.	Eu-LISA statutory staff; Other individuals working for eu-LISA; Contractors of eu-LISA providing goods and services; Other categories of data subjects: • Former staff members of eu-LISA; • Natural persons affiliated, irrespective of legal capacity, with the tenderer/candidate, its staff and subcontractors, of a procurement procedure; • Natural persons affiliated, irrespective of legal capacity, with the contractors of eu-LISA; • Third parties mentioned in or connected to the complaints under Article 90(2) of the SR. • Applicants involved in recruitment procedures;	Name, contact details and affiliation; Personal identification numbers; Personal identification numbers; Image, audio; Details on education, expertise, profession of the person; Economic and financial details; Family, lifestyle and social circumstances; Goods and services the person provides; Other personal data: -Other basic personal information about the categories of persons mentioned above, such as gender, age, name of line manager, hiring date, contractual category and grade, organisational entity function at eu-LISA (if applicable), function/position of authorised legal representative of a natural or legal person; -Information relating to eligibility, exclusion and selection criteria related to the specific procurement or recruitment procedure, such as proof of security clearance, extracts from judicial records, educational background, professional experience; -Data which enables the person making the complaint under Article 90(2) of the Staff Regulations or other complaint (e.g. European Ombudsman), or lodging an application in the national/EU courts, to be identified; -Allegations, declarations or other information provided by the staff member/other individual in his/her complaint in order to assess the claim; -Allegations, declarations or other information provided by the individual in his/her application lodged in front of national/EU courts	N/A	DG HR Unit E.2 law firm Ashurst LLP law firm Meridian AARPI	For complaints under Article 90(2) of the SR and other situations of complaints : • at eu-LISA: Fifteen (15) years, unless otherwise indicated • at external level: Six (6) months, unless otherwise indicated in the service contract/SLA For litigation: • at eu-LISA: Five (5) years, unless otherwise indicated • at external level: Six (6) months, unless otherwise indicated in the service contract/SLA	Line managers of the data subject; Designated eu-LISA staff members ; Other recipients: Within eu-LISA: -Executive Director, Executive Director Office and the staff member responsible for the complaints handling, namely Legal Sector, Head of Corporate Services Department, Head of Human Resources Unit (HRU). Data may also be disclosed to a restricted number of staff, such as the Deputy Executive Director, HRU, Data Protection Officer and Line Manager on a need to know basis. Outside eu-LISA: -If assistance from DG HR is required, Head of Unit of DG HR.E.2 and the authorised staff of that Unit; - If assistance from Ashurst LLP is required, the contact person in this law firm and the authorised staff of this law firm; -If assistance from Meridian AARPI is required, the contact person in this law firm and the authorised staff of this law firm. -Other bodies and institutions in charge of monitoring, audit or inspections tasks	None		
84	0002/2018	03/05/2018		Human Resources Unit	**Conflict of interest for the staff**	To ensure accordance with the ED Decision on Prevention of conflict of interest (Ares(2018)548719) and the Rules on the Prevention and Management of Conflict of Interests concerning eu-LISA staff members in prevention and management of potential conflict of interests across euLISA in order to sustain the trust and the credibility and therefore the legitimacy of eu-LISA by protecting the integrity of its decisions, avoiding decisions to be compromised by individual, illegitimate interests	eu-LISA staff members and their family members	Name, position, previous and current employments, ownership or other investments including shares, membership of a managing body or entity, intellectual property rights, spouse/partner/dependent family members' current activity and other relevant interest, which might create a conflict of interests in the performance of duties of the declarant	N/A	N/A	5 years from the data of submission of the relevant DoI that can be extended for a specific period as long as duly justified	Statutory staff of eu-LISA upon request to the Controller; intra-muros with access to the ARES workflow; external supervisory institutions by request and case by case analysis	None	No	
83	0001/2018	30/01/2018		Resources and Administration Department	**Departure checklist for intramuros**	Monitoring the departure of intramuros (end of Specific Contract or leaving before the end of Specific Contract) in order to remove accesses and recover assets if relevant	Service providers working in the premises of eu-LISA (intra-muros)	Identification data, ICT equipment returned	N/A	N/A	1 year as of the expiration of Specific Contract	CSS, FPU, Security, OIAs OVAs	None	No	
82	0016/2017	28/07/2017	20/04/2022	Security Unit	**TAN - Tool Alerting Notification**	BC response, alerting and notification	All eu-LISA personnel (staff, Seconded National Exterts, interns, contractors) and relevant external stakeholders	First name, last name, business e-mail, phone number (corporate and private), Site of work, Division, Unit, Sector and Staff Membership at eu-LISA	N/A	N/A	Personal information will be retained until the termination of the data subject's employment with eu-LISA or the date of cessation of the service agreement entered into by eu-LISA, whichever is sooner	Security Unit personnel, a point of contact in each team (only data pertinent to that team will be available)	None	No	
81	0015/2017	31/10/2017		Human Resources Unit	**Best colleague election**	To identify and thus recognize individual employees whose contribution to euLISA is of exceptional remark by the agency staff themselves	Statutory staff members of eu-LISA and intra-muros	Name, surname, work email	N/A	N/A	1 month after the vote	Statutory staff members of eu-LISA and intra-muros identified solely by name only as vote recipients	None	No	
80	0014/2017	30/10/2017		Human Resources Unit	**Planning database**	Creation of one database which serves the purpose of providing information for creating and updating the staff and budget planning documents.	Staff members of eu-LISA (Temporary Agents and Contract Agents) and Seconded National Experts.	Names of the staff members or of the last person who occupied the post for a given profile, the entry grade and the current grade.	N/A	N/A	6 years (the budget planning and reporting cycle for the Multiannual framework)	The Head of the FPU, the Head of the HRTU, the Head of RAD. Management team of eu-LISA and the eu-LISA stakeholders (European Commission and the Management Board) for the agregated data (pivot tables) without the personal data of staff.	None		
79	0013/2017	16/06/2017		Security Unit	**Monitoring application whitelist logs** *Finished	To ensure the implementation of application whitelisting solution, there are no false positive blocks of legit software, availablity of traces of unauthorized activities inside euLISA's IT infrastructure to analyse attacks (e.g. malware infection attempts, hacking attempts etc), there are no false positive blocks of legit software	euLISA staff including temporary and contractual agents, SNEs, interns, having access to eu-LISA workstation	Personal data can be euLISA user's computer hostname, euLISA username. Application whitelisting logs will only contain information programs launched and NOT any content of documents, web pages, chats etc.	N/A	N/A	30 days, but first the retention period will set to 3-7 days to understand the real amount of logs and to assess the performance of SCOM and storage system.	Security Unit, Corporate Service Sector system administrators	None		
78	0012/2017	16/06/2017		Operations Department	**Catering attendance list**	Organising catering during meetings or operational events	eu-LISA Staff and other third-party contractors, participants of the workshop that requires catering service.	First name, name, Institution, Body or other organisation to which the person belongs	N/A	N/A	6 years for financial proof.	Finance and budget service and the HoOperations Department of eu-LISA	None		
77	0011/2017	11/05/2017	02/06/2021	DPO	**DP Complaint procedure**	To allow the data subject who has his/her personal data processed by eu-LISA to lodge a complaint with eu-LISA's DPO, if s/he demonstrates that eu-LISA's action directly affects or violates his/her rights related to the protection of his/her personal data due to those actions. The procedure does not cover access rights or complaints to the Core systems run by eu-LISA in which case, any complaint or request should be addressed to the National Authority of the Member State.	eu-LISA statutory staff; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Stakeholders of eu-LISA, including Member States representatives; Contractors of eu-LISA providing goods and services; The general public, including visitors, correspondents, enquirers;- Any person who submits a complaint to the Agency's DPO.	Name, surname and contact details; Any other relevant data contained in documents and files that are submitted / consulted / accessed / collected regarding the object of the complaint and further investigative actions, as the data subject is free to share additional information if it is relevant to solve the inquiry, and as might be required for handling the complaint and investigation.	N/A	N/A	**General personal data**: For the time necessary for handling the complaint and further investigation and an additional 2-year period as a mean of proof if further investigation is required, unless legal proceedings require keeping them for a longer period. **Sensitive personal data:** The processing of sensitive personal data is not the main purpose of this processing activity. Nevertheless, in case special categories of data are submitted along with the complaint to the DPO, the latter will assess the necessity and proportionality of processing such data for the purpose of handling the complaint.	Designated eu-LISA staff members; Other recipients: - In the context of a particular inquiry, data may be transferred to third parties such as the EDPS, the Court of Justice of the European Union, the European Ombudsman, OLAF and national courts.	None	No	
76	0010/2017	27/04/2016		Applications Management and Maintenance	**EDAC-141 system patch test** *Finished	To fix and test with test data the issue in the current deployed version of the Eurodac Recast	3 sets of FP per MS collected from Third Country Nationals used in Eurodac TEST environemnt as test data	Fingerprints	N/A	N/A	All data that is provided by the Member States is securely periodicaly erased from the Central System database after the end of this study	eu-LISA and the Contractor (S3Bis), the competent authorities of the Member States participating in the study	None	No	

75	0009/2017	04/05/2017		DPO	**DPO Network meeting registration** *Finished	Managing the 41st Data Protection Officer Network Meeting that will be held on the 31st of May to the 1st of June 2017 in Tallinn.	DPOs, Deputy DPO or person working in the area of data protection of other EU Institution, body or agency, than eu-LISA, are invited to the meeting as well as representatives of the French Data Protection Authotity (CNIL - Commission nationale de l'informatique et des libertés)	Contact details	N/A	Propager	1 month after the event	eu-LISA Data Protection Officer and the intern at the Data Protection Office will handle the registration form. The number of participants and the dietary information (if any information is provided) will be communicated to external service providers without revealing the identity of the participants.	None	No	
74	0008/2017	11/04/2017		Resources and Administration Department	**Contract renewal - procedure**	Contract management, an aspect of personnel administration.	Statutory staff members of eu-LISA: temporary and contract agents.	Identification data, signature	N/A	N/A	Data will be retained for 10 years after the termination of the employment contract of the relevant staff member.	HRTU	None	Yes - Article 27.2.c	
73	0007/2017	29/03/2017	17/11/2020	Human Resources Unit	**Recruitment - Testing of candidates (Remote Testing Tool)**	Candidates' personal data are processed in order to assess the candidate competencies as defined in the vacancy notices.	Eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts), Candidates invited to interview and tests	Name, contact details and affiliation; Connection data (IP address, logs, etc.); Answers to knowledge and skills based questions, Results obtained by the candidates, Identification number attributed for the purpose of pseudonymous marking of tests and User name.	N/A	Testdome d.o.o. (Reseller: Insight Technology Solutions Belgium Inc.)	General personal data 2 years. After the exam results have been translated into the recruitment files process, the online results will be deleted from the tool. The results however, will be part of the recruitment process as stated in the recruitment process.	Desiganted eu-LISA staff members, Testdome d.o.o and potential sub processors.	Testdome Cloud, the service platform used for eu-LISA recruitment purposes (testing of candidates), informed us that personal data of candidates might be processed by sub-processors in the USA, Australia or India. The processor takes all steps reasonably necessary to ensure that personal data is treated securely. In particular, this means that the personal data will only be transferred to a country that provides an adequate level of protection (for example, where the European Commission has determined that a country provides an adequate level of protection) or where the recipient is bound by standard contractual clause according to conditions provided by the EC ("EU Model Clauses")	No	
72	0006/2017	28/03/2017		Resources and Administration Department	**Entry and Departure procedure**	To establish rights, grant/remove accesses, provide/recover assets,etc.	eu-LISA staff members, Second National Experts and interns.	Identification data, career data, concerning leave and absences, concerning social security and pensions, concerning pay, allowances and bank account	N/A	N/A	10 years as of the termination of employment	Statutory staff members of eu-LISA responsible to provide the information and control the assets of eu-LISA	None	No	
71	0005/2017	27/03/2017	30/04/2020	Resources and Administration Department	**Sysper 2 for personal files management**	To manage statutory staff and external staff (seconded national experts/interns/interims); to manage recruitment (career/ staff skills, expertise, talents); to manage the individual's rights and obligations (entitlements and allowances - Annex VII of SR); to manage data of staff travelling on mission/ working conditions, working time, absences and teleworking; to manage the new staff evaluation and reclassification system (applicable after 2020); to facilitate the matching process between jobholders and job vacancies; to manage other HR areas when the connection of the other Sysper2 modules (for example on stand-by duty etc.) is implemented in accordance with the schedule agreed between euLISA and the European Commission; to facilitate the internal communication towards different target groups according to their functions or centres of interest.	eu-LISA statutory staff, SNEs, interns, external support	Statutory staff members and SNEs: Full personal data: SYSPER PerId number (a number identifying a person in the application), job number, names, email, civil state, nationalities, languages, identity card, date of birth, home addresses, contact persons, history of office address, place of origin, recruitment, family, composition details (history of: persons in relation and their personal details relation type, relation details (custody/guardianship), addresses, special identity cards). Family Declarations with workflow (allowances received from other sources, spouse/recognised partner's professional activity/income, marriage, divorce, child). Vehicle Declarations. Pension Request & Transfer Rights Declarations with workflow. Supporting Documents (entered by the agent) for all the declarations above. Attachments (emails) & comments input by file handlers for all the declarations above. Appointing Authority letters for the declarations above (used only for Child Declaration). Personal certificates (certificate for taxes, domicile for tax purposes, and certificate for opening of bank account), a photo (uploaded on voluntary basis by jobholder). Career data: administrative situation, classification, assignment, management position, contract, type of post. Appraisal Reports, Probation Reports. Time management data: annual leave rights (summary, calculation details, quota evolution, and balance evolution). Absence requests (annual leave, recuperation, sick leave, special leave, overtime compensation, other leave). Work pattern requests (full time, parental leave, family leave, part time, medical part time, time credit). Flexitime regime request/end. Telework regime request. Occasional telework request. Confirmation of absence on medical grounds. Presence, overtime, standby, arduous work, shift work timesheets. Interns : Name, SYSPER PerId number, nationality, identity card/passport, date of birth, gender, contract/internship details, CV and internship reports, time management: presence, annual leave and absence requests, confirmation of absence on medical grounds. A photo (uploaded on voluntary basis). External support: Name, SYSPER PerId number, nationality, identity card/passport, date of birth, gender, job assignment at eu-LISA.	N/A	DG HR	Personal data is stored for the time necessary to fulfil the purpose of collection or further processing. Personal data in SYSPER is stored until the end of the staff member's activity for the Agency. Certain data need to be stored for a longer period if they are related to subsisting rights and obligations, i.e. pension rights. Please see Privacy Statement for more information	The HRU, Persons delegated by a holder of a right of access, Line managers, Members of Joint Committee.	None	No	
70	0004/2017	13/03/2017	15/06/2020	Resources and Administration Department	**Staff engagement Survey and coaching**	The purpose of the operation is to measure staff engagement and related metrics which will help us to identify the most important aspects to focus on related to enhancing staff well-being, improving staff retention, promoting specific changes related to the management and overall culture of the Agency and perform evidence-based human resources management. All this is performed to improve the functioning of eu-LISA and its performance. Furthermore, staff engagement is one of the set KPI's monitored by the organisation.	Staff members of eu-LISA who are working in eu-LISA on a daily basis (Temporary Agents, Contract Agents, , seconded national experts, interns and intramuros)	Personal data concerning the physical characteristics of persons: gender, age group; personal data concerning the data subject's career (e.g. employee names, employment start year, leaving date, sector, function, holder of managerial position – if applicable); personal data concerning communications (email corporate address only); personal opinion and comments from employees provided on a voluntary basis when completing the survey	N/A	Peakon	Personal data of employees will be stored for the whole duration of their contract with eu-LISA. Peakon's overall data retention is five years. If the contract with Peakon is terminated by the data is being deleted upon contract termination. For the case that the contract will be in place for several years, the five-year period is defined in relation to the submission of each survey response - so a survey response from an employee received and responded to i.e. on the 20th February 2020 would have the survey responses be anonymised by 20th February 2025.	**Internal Restricted:** - HRU (designated staff members will have access to aggregated data and reporting.) **Internal:** - eu-LISA Management (ED, HoD, HoU, HoS) overview of results on organisational level, department level, unit level and subject to appropriate number of respondents to Sector level; - eu-LISA staff members overview of results on organisational level, department level, unit level and during follow up with their HoS and subject to the appropriate number of respondents access to their Sector results. **External**: Management Board **Contractor:** Peakon	Nome	No	
69	0003/2017	08/02/2017		Resources and Administration Department	**360 Leadership evaluation appraisal**	To gain insight into the performance and the potential of current and future leaders as well the developmental needs of the staff.	eu-LISA Management (Heads of Departments / Units, the ED), middle-management (Heads of Sectors) and staff members from the ED office.	Contact details, answers to questionnaire	N/A	Deloitte	The raw data collected for the purpose of 360 appraisal will not be stored, only the results of data analysis and the report produced. Data will remain stored for 5 years.	Contractor and potential sub-contractors, Reporting Officer (Executive Director, Head of Departments, Head of Units) and Learning and Development Officer for the coaching programme.	Nome		
68	0002/2017	18/01/2017		Resources and Administration Department	**ARES/COMREF support and Document Management Team**	Filling and long term preservation of official documents of eu-LISA.	Staff members, interns, SNEs and contractors working for eu-LISA.	The metadata of documents and files, the content of the documents and files.	N/A	N/A	Conservation of data as suggested in the DM policy of the Agency depending on the nature of document	eu-LISA DMO team, European Commision, DIGIT, ARES/COMREF technical support, Public authority or agency, Companies	Nome	No	
67	0001/2017	10/01/2017		Operations Department	**TESTA-NG Authorized Callers list**	To have the contact points (TESTA-ng Authorized Callers), on Member States and eu-LISA side, among others, as part of the Incident and Request Management Process in order to be able to notify eu-LISA and/or Member States in case of emergency, incidents, events, service requests, etc.	Member States and eu-LISA staff members identified as TESTA-NG Authorized Callers	Contact details	N/A	sTESTA SOC	The data are retained for the period of the contract duration.	eu-LISA Service Desk and Network Sector Staff, Security Sector Staff and TESTA-ng SOC Staff	None	No	
66	0029/2016	21/11/2016		Applications Management and Maintenance	**CR Latent image size limitation** *Finished	To execute the test cases	Non-EU foreign nationals	MPS transactions with FP	N/A	N/A	All data that is provided by the Member States is securely periodicaly erased from the Central System database after the end of this study	eu-LISA and competent authorities of the Member States participating in the study	None	No	
65	0028/2016	25/10/2016	30/06/2021	Security Unit	**Management of the Emergency number - logs and events**	eu-LISA collects the personal information to allow an efficient response to any emergency situation that may affect any persons, assets or premises on eu-LISA sites. Equally, the personal data is processed as part of the eu-LISA Emergency Number: - To allow efficient the use and troubleshooting of the Emergency number; - To implement the Emergency number event register. Ultimately, the main purpose of this processing activity is to grant the necessary controls in order to ensure business continuity by decreasing the risk of security incidents to be materialized or at least to prevent future similar incidents that might have high impact over the Agency's infrastructure	All persons calling the eu-LISA Emergency number	Name, contact details and affiliation Location of the emergency Date of the event. Time of the call. Type of the emergency. Actions taken. Additional data to what's indicated in Annex 1 "Emergency number event register" may be processed in case of particular situations (Annex 2 – "Hostage Situation Information Form" and Annex 3 "Bomb Threat Form"), such as: concerning the physical characteristics of persons as well as image, gender, age range, voice characterisation	N/A	Securitas France G4S	The data is being store for 1 year in case it arises the need to investigate any related security incidents. Event logs: for more details on the corresponding Record of processing activity Case 132 - 0016/2021 "Telephony System". The processing of sensitive personal data is not the main goal of this processing activity, where it happens and special categories of data that are clearly not relevant for the purposes of investigating the incident are collected, they will not be reflected in any written form and will be deleted. Also, when such personal data is in fact necessary, it should be justified under Article 10 of EUDPR.	Designated eu-LISA staff members - Security Unit personnel -Security guards - First Respondents	None	Yes - Article 27.2.a	
64	0027/2016	21/10/2016		Resources and Administration Department	**Setting the objectives for the following year - staff**	Setting the individual objectives for the relevant period (year) in accordance with the Annual Work Programme of eu-LISA and the strategic objectives of the Agency.	Staff members of eu-LISA (Temporary Agents and Contract Agents) and Seconded National Experts.	Identification data, a signed form for setting the objectives to the staff members	N/A	N/A	6 years (the same as for the appraisal related documentation).	The staff members about their own data), managers of eu-LISA for their subordinates, the HRTU staff responsible for handling the respective infrmation.	None	No	
63	0026/2016	20/10/2016		Resources and Administration Department	**eu-LISA learning management system (LMS)**	The purpose is to digitilise learning content, making it easier accessible and at any time.	All staff members (including internal trainers), as well as potential other external participants (spouses, staff of other institutions and agencies), external trainers provided by training contractors.	Identification data, attendance data of participants of classroom and online courses might be entered by the Learning and Development Team or the trainer, as well as scores of quizes, tests and certifications gained. The tool might also be used to collect information/carry out evaluation of performance (online appraisal form)	N/A	N/A	The data related to Learning and Development are stored in accordance with the DPO notifications already provided.	CSS	None	No	
62	0025/2016	04/08/2016		Resources and Administration Department	**Notification on the Competency framework**	In line with the objectives of the Annual Work Programme 2016 of the Agency and eu-LISA HR Strategy 2015-2020, HRTU along with the contracted company set out to develop a Competency Framework for the Agency by the end of 2016. For this to be achieved, the data about skills pertinent to each job role in the Agency has to be gathered via survey tool. Each respondent is asked to provide their email for the purpose of the need of further clarifications regarding their answers about a certain job position that they occupy.	eu-LISA Staff members	Identification data, Sector, Unit, Department the staff member belongs to; what are his or her specific duties and responsabilities.	N/A	Fontes PMP	The data will be stored until the foreseen end on the Competency Framework model development (currently January 2017).	HRTU, Fontes	None	No	
61	0024/2016	28/07/2016		Resources and Administration Department	**Notification on the presence-absence table**	Putting absences in a public register (presence absence table) allows the managers and staff members in the Agency to manage their work by in efficient way updating and sharing information on the staff members present or absent in the office	Staff members of eu-LISA (Temporary Agents and Contract Agents), Seconded National Experts, Interns and the external service providers working in the premises of eu-LISA (intra-muros)	Identification data, the presence or absence indication	N/A	N/A	2 years	eu-LISA staff members and external service providers who have access to the respective site of the Agency's intranet	None	No	
60	0023/2016	28/07/2016		Resources and Administration Department	**Notification on Allegro** *Finished	To digitilise processing of the staff data regarding personal administration, organisational structure, learning and development, recruitment, missions and in future leave and time management in accordance with the Staff Regulations and Conditions of Employment of the Other Servants of the European Union, and the relevant implementing provisions thereto.	Staff members of eu-LISA	The data related to the employment at eu-LISA (personal administration module), the data related to a specific HRM process (appraisal, recruitment, missions, flexitime, appraisal and reclassification.	N/A	N/A	The data related to the employment at eu-LISA (personal administration module) are stored for 10 years after leaving the service. The data related to a specific HRM process (appraisal, recruitment, missions) are stored in accordance with the DPO notifications already provided which varies between 1 year (flexitime) and 5 years (appraisal and reclassification).	The direct supervisors of the staff members who are part of processing the data and the Executive Director as well as persons to whom their rights are delegated; Security Officer, the Data Protection Officer and the Internnal Auditor in accordance with the relevant access rights granted.	None	No	
59	0022/2016	16/06/2016		Operations and Infrastructure Unit	**Testa-NG Project tools** *Finished	To be able to notify eu-LISA and/or Member States in case of emergency, incidents, events, service requests, etc. and to authenticate the callers/requestors.	Member States and eu-LISA staff members identified as TESTA-NG Authorized Callers	Contact details	N/A	N/A	The data are retained for the period of the contract duration/service delivery.	eu-LISA Service Desk and Network Sector Staff, Security Sector Staff, TESTA-ng SOC Staff, DG Home Staff responsible for the communication infrastructure contracts	None	No	
58	0021/2016	10/10/2016		General Coordination Unit	**Tallinn meeting rooms name competition** *Finished	To have a mechanism to doublecheck, if needed, that staff members only cast one vote each or, should there be more ballot slips than number of staff, to attempt to find the correct slip per voting staff membe	Staff Members in Tallinn Headquarters	Name,surname and signature	N/A	N/A	1 month	Communication and Information Assistant	None	No	
57	0020/2016			General Coordination Unit	**GCU Events Withdrawn, replaced by 0002/2019**	Coordinate, organise and manage meetings/workshops/info days/events/seminars/etc. (called "events") with or without external participants at eu-LISA; to send e-mails, invitation letters; collect names, postal/e-mail addresses, phone/fax numbers, by electronic/manual means; distribute participant lists to participants and organisers; to publish minutes/reports/notices/proceedings/news, photographs, live webstreaming and/or audio and/or video recordings of speakers and participants, presentations of speakers, including on Internet/intranet, in the context of the events and in the framework of European Commission activities; to collect and manage lists and mailing-lists for events, news and publications; to organize with catering dietary choices of the participants when required.	Participants of GCU events	Contact data:first name, last name, title (optional), organisation, function, e-mail, address, phone number (optional); photographs; Collection of dietary restrictions, for cases when meals are foreseen to be provided by eu-LISA; web streaming, under certain conditions; sound recording, under certain conditions.	N/A	N/A	6 months	GCU staff, external company (if any) helping in organising "events", participants of the events and a wider public if it is provided that personal data is to be published on the Internet	None	No	
56	0019/2016	27/04/2016		Applications Management and Maintenance	**EDAC-46 system patch test** *Finished	To provide the tests that have to be executed by several MS in order to validate the EDAC-46 system patch	3 sets of FP per MS collected from Third Country Nationals used in Eurodac PROD	Fingerprints	N/A	N/A	Till the end of study	eu-LISA; the competent authorities of the Member States participating in the study	None	No	
55	0018/2016	18/04/2016		General Coordination Unit	**Maintanence and contact details of Industry Workshop event in Strasbourg. Withdrawn, replaced by 0010/2020**	To keep attendees updated and to prepare an attendee list to distribute at the event	eu-LISA stakeholders who participate at the event	Contact details	N/A	N/A	1 year	GCU staff, Meeting participants	None	No	
54	0017/2016	11/04/2016	06/10/2021	Security Unit	**Contact detail of the Security Officers Network (SON) participants**	The purpose is to preserve the ability to contact the individual Security Officers Network (SON) participants with necessary update and relevant information with regards to the Security Officers Network. The Security Unit is the provider and organiser of the Security Officers Network meetings and must ensure its ability to reach the participating security officers to invite them to such meetings. Furthermore, contact details are necessary for the security officers to get access to eu-LISA extranet (Sharepoint) where documents of common interest are stored.	SON meeting participants who are security experts delegated by their Member State authorities.	Name, contact details and affiliation	N/A	N/A	Data is retained for as long as data subjects, Security Officers Network participants, take part in the Security Officers Network.	eu-LISA Security Unit staff based on need-to-know Security Officers who participate on the SON and who have access to the shared folder on Extranet where some of the data (names of the Security Officers and their respective countries).	None	No	
53	0016/2016	31/03/2016		Resources and Administration Department	**Webex system Withdrawn, replaced by 0006/2021**	To enable access to the webex web communication tool and permit web messages and web meetings establisment	Anybody who gets invited to an eu-LISA webex meeting	Basic web meetings info is displayed and retained consisting of: topic, host, scheduled time, foreseen duration and participants. For the establishment of the meeting the mandatory data input includes, first name, last name and email	N/A	N/A	10 years	Corporate System Administrator Team	None	No	
52	0015/2016	31/03/2016		Resources and Administration Department	**Microsoft System Center service manager**	For the creation and handling of tickets in regards to user reported incidents, problems and service requests.	Anybody who sends emails to servicedesk-OFFICE-INFR@eulisa.europa.eu	Contact details	N/A	N/A	10 years	Corporate IT Team	None	No	
51	0014/2016	29/03/2016		Security Unit	**Laissez Passez**	To facilitate the issuing authority (the European Commission) with necessary information for personalising and delivering the EU LP document. Only the applicants who have the need of the EU LP submit their personal data. At the same time, the data subject is aware that capturing their personal data is compulsory for granting the document (not subject to a choice).	Staff members (Temporary and Contract Agents) and SNEs whose line-manager has approved their application for the EU-LP document	The EU LP List of Applicants will contain surname and name, date of birth, citizenship, type and name of the applicant's position, organisational section of the applicant, date of approval of their application by the eu-LISA Executive Director, date of submission of the form to the European Commission, date of issuance and of expiry of the LP. Only the surname,name, position and issuance/expiry date will be provided to the HRTU.	N/A	European Commission	The application forms submitted to the data processor (EU LP PoC), as well as the List of Applicants are subject to 5+1 year of retention period in line with the principle of proportionality. At the end of those retention periods, the biographical personal data are erased from eu-LISA. Any new application requires at any time a new full enrolment and delivery process.	The central LP-issuance service of the European Commission	None		

50	0013/2016	25/03/2016	11/10/2022	Security Unit	**Entrance permission and access control system for physical protection at eu-LISA** **(formerly named 'ID and Access control badges for eu-LISA all')**	The access control system helps to control the access to eu-LISA premises, ensuring the security and the safety of premises, individuals and goods. It complements other physical security systems such as the video-surveillance system. The purpose of the access control system is to prevent, detect, deter, and if necessary, investigate unauthorised physical access and security incidents in areas under surveillance. The access control system will also provide a head count after evacuation in order to assure appropriate emergency responses.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services The general public, including visitors, correspondents, enquirers	Name, contact details and affiliation Data contained in the badges vary according to the access requirements but in any case, may not include more than the following data: full names, ID photo, fingerprints template (not the fingerprint image), card serial number. For the shortterm badges, the full names and ID photos are not contained by the badges. Data contained in the access control system: full name of the person, badge identification number, access rights of the badge (based on the profiles), access areas on site (with timestamp, readers ID, logged security events (in/out/denied). Where applicable, the fingerprint images are immediately converted into hashes /templates by the software access application and stored inside the card, with no central database storage. When issuing access badges eu-LISA Security Unit processes the following data: full names, badge number, type of badge, issue and expiry date, information whether the badge has been returned or not. Data related to the issuance/return/destruction of the badges is processed using secured email, restricted access share-drives and managed using a SharePoint based repository. The relevant data is collected by eu-LISA Security Unit from the HR Unit of eu-LISA and at the guard post at the eu-LISA premises entrance.	N/A	G4S Estonia personnel (eu-LISA contractors for managing security guards and reception at the Agency premises in Tallinn) – Project Manager - Protectim Security Group personnel (eu-LISA contractor for managing security guards and reception at the Agency premises in Strasbourg) – Project Manager - Securitas France personnel (eu-LISA contractor for managing security guards and reception at the Agency premises in Illkirch) – Project Manager	eu-LISA staff and long-term access for intramuros and contractors : 6 months after the expiration of the badge (at the end of the contract) Data contained within the access control : 1 year from the expiration of the badge eu-LISA visitors and short-term access :The data on the badge is stored only for 2 hours after use of the badge	Designated eu-LISA staff members G4S Estonia personnel (eu-LISA contractors for managing security guards and reception at the Agency premises in Tallinn) - Protectim Security Group personnel (eu-LISA contractor for managing security guards and reception at the Agency premises in Strasbourg) - Securitas France personnel (eu-LISA contractor for managing security guards and reception at the Agency premises in Illkirch)	N/A	Yes - Article 27.2.a	
49	0012/2016	18/03/2016		Security Unit	**IT Proxy BlueCoat Log analysis** ***Finished**	ITOI webproxy BlueCoat traffic logs analysis for security related monitoring and assessments	All euLISA personel who are using euLISA workstations (PCs, laptops) inside euLISA office infrastucture.	euLISA user's computer hostname, IP, euLISA username. There is only visible visited URL address, NOT the site content itself.	N/A	N/A	1 year	Security Unit	None		
48	0011/2016	08/03/2016		Resources and Administration Department	**360 Feedback**	To gather broader feedback for performance appraisals, ensuring their fairness, especially where the manager does not have direct, firsthand knowledge of his/her employees' performance	eu-LISA Managers plus volunteers	Contact details, answers to questionnaire	N/A	Deloitte	The data obtained for the purpose of 360 Leadership Appraisal will not be stored, only the subsequent report, done by Deloitte , will saved and used.	Deloitte, Envisia Learning Ltd			
47	0010/2016	08/03/2016		Resources and Administration Department	**Competency Framework**	To provide the staff with guidelines of the skills and capabilities required to grow professionally	All statutory staff members of eu-LISA and SNEs	Identification data, Sector, Unit, Department the staff member belongs to; what are his or her specific duties and responsabilities.	N/A	Contractor/ Service provider - Fontes (NDA, created by eu-LISA and has already been signed by all the Fontes members participating in the project).	The data obtained for the purpose of Competency Framework development will not be stored, only the subsequent report, by Fontes, will saved and used.	Contractor/ Service provider - Fontes (NDA, created by eu-LISA and has already been signed by all the Fontes members participating in the project).	None		
46	0009/2016	18/02/2016		Resources and Administration Department	**Special Furniture due medical recommendation**	To purchase special furniture for staff due to their medical condition.	Statutory staff members of eu-LISA, Seconded National Experts (SNE).	Identification data, medical documentation, supporting the necessity for special furniture. The e-mails request and medical certificates, sent to file manager, will be immediately destroyed by latter following his/her approval or refusal.	N/A	N/A	3 years	HR Assistant in charge of personal File Manager (one in Strasbourg and one in Tallinn).	None		
45	0008/2016	28/01/2016	17/11/2020	Corporate Services Unit	**Management of the missions files in eu-LISA**	The purpose of the processing of personal data is allowing the eu-LISA staff member going on mission to register the mission order as well as to liquidate the expenses incurred in order to obtain the final reimbursement.	Statutory employees of eu-LISA, Other individuals working for eu-LISA (consultants, trainees, interims, experts)	Name, contact details, date of birth (when booking tickets), data concerning missions (place, date, transport, mission expenses), economic and financial details and travel document information (passport information).	N/A	•PMO2, Missions and MiPS •The travel agency T&T EXECUTIVE SA •Company for trade and services Congress Service Center •Vesna and dr. Ltd Skopje (Congress Service Center) Limited Liability Company	Originals that have been part of a conformity check sampling (recall of the original documents kept by the staff member having gone on mission/authorised travel) is 7 years. The travel order and the statement of expenses as well as any supporting documents attached are stored in paper and electronic form for 5 years after the discharge of the procedure by the Missions office designated staff.	Within eu-LISA: Line manager • The authorising officer (the head of Corporate Services Department) • the Finance and Budget Sector staff Outside eu-LISA • the travel agency T&T EXECUTIVE SA • the PMO MiPS personnel • Company for trade and services Congress Service Center Vesna and dr. Ltd Skopje (Congress Service Center) •any company that receive personal data for booking purposes (airlines, hotel, cars, ...) where an ad hoc mission could take place.	The processor Congress Travel Service, located in North Macedonia is responsible for the ticket issuing for staff members, as well hotel bookings and car rental. Also, for ad-hoc staff missions, international personal data transfers may take place through bookings (flights, hotel, cars, ...) to any third country where the mission could take place.	No	
44	0007/2016	26/01/2016		Operations Department	**Managing Service Desk operations**	To formalise the way of working as a team to meet the operational objectives and to guarantee the needed operational and administrative organization goals as well as the operational contingency.	eu-LISA Service Desk operators	Identification data, shifts planning	N/A	N/A	1 year	Service Desk sector staff, HoU, HR unit		No	
43	0006/2016	20/01/2016		Budget and Finance	**Financial Management of the Payroll**	Administrative processing of financial information provided by PMO for their encoding in the ABAC workflow accounting software.	Agency's statutory staff receiving salaries or allowances by the Agency.	Financial data in conection to payroll	N/A	N/A	5 years	Finance and Procurement Unit/Finance and Budget Sector	None		
42	0005/2016	19/01/2016		Resources and Administration Department	**VAT Register**	To establish a list of eu-LISA staff members, SNE and family members entitled to a refund of their expenses for the purchase of goods during the first year of the staff member appointment in eu-LISA.	eu-LISA staff members, SNE and family members forming part of the household requesting VAT reimbursement for the purchase of goods	First name, last name, ID number, date of arrival to eu-LISA Agency, number of invoice or payment for purchase of goods for the purpose of verification and proof of payment that being executed by staff members of eu-LISA Agency.	N/A	The Ministry of Interior of the Republic of Estonia	3 years	Resources and Administration department staff, Personnel of the Ministry of Interior of the Republic of Estonia, Finance and Budget Unit staff	None		
41	0004/2016	11/01/2016	04/11/2021	Security Unit	**eu-LISA Key Management System (KMS)**	The purposes of processing the personal data as part of using the Key Management System ("KMS") process from eu-LISA Tallinn site are security orientated, in order to ensure the availability of an updated evidence of all the personnel who has access rights in this system and events of its use or the tentative of use for both security investigations and monitoring of the access to the keys stored in the system.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Contractors of eu-LISA providing goods and services	Name, Surname, Logs together with associated data (type of the event taking/returning the key(s); date and time of the event/Timestamps, username, identification number of the key). Identifier (badge).	N/A	G4S	The data is stored for 90 days from the moment of their recording. The data can be stored for additional periods when needed for authorised security purposes (for example in order to support the investigation of security incidents).	Security Unit staff (system administrators) Security services provider in premises (e.g. guards)	None		
40	0003/2016	07/01/2016	13/02/2023	Executive Support and Stakeholder Relations Unit	**Organisation of the Advisory Groups, Working Groups and Cooperation Groups meetings** **(formely named "AG Events - meetings")**	The purpose of the processing operation is related to the organisation of the Advisory group, Working Group and Cooperation Group meetings. eu-LISA Management Board Secretariat (Stakeholders Management and Support Sector) organises meetings of the Advisory Groups, which contribute to supporting the Management Board with relevant technical expert advice as well as support on various technical issues relating to the evolution and further development of existing systems. The meetings of the Working Groups are organised to support the Advisory Groups in their work and deal with very specific topics. Meetings of the Cooperation Groups are organised to support cooperation between Member States and EU Agencies in order to ensure effective response to potential security incidents related to interoperability components.	Eu-LISA statutory staff Stakeholders of eu-LISA, including Member States representatives Participants of the meeting Advisory Group and Working Group Members attending to the meeting Contractors staff data, for the provision of catering services at the premises	Name, contact details and affiliation The personal data that are asked in the registration form are the following: Name, Surname, Country/Organisation, mobile phone, e-mail address, emergency contact details The personal data that appear in the list are the following: Name, Surname, Signature Audio recordings (for the purpose of drafting minutes)	N/A	IBF International Consulting ProPager SARL Pomilio Blumm Srl Microsoft Teams	6 years after the last action in relation to the meeting. Audio recordings will be stored until the minutes from the meeting to which they relate will be adopted (i.e. one of the next AG and WG meetings) and the audio files will be deleted afterward.	Designated eu-LISA staff members eu-LISA processor staff involved in the event's management/finance and contract management Participants to the meeting to whom the attendee list is to be distributed IT tool provided by the contractor for the events management, where applicable	None		
39	0002/2016	07/01/2016	13/02/2023	Executive Support and Stakeholder Relations Unit	**Organisation of the Management Board meetings** **(formely named "MB Events - meetings")**	he purpose of the processing operation is related to the organisation of the Management Board meetings. eu-LISA Management Board Secretariat (Stakeholders Management and Support Sector) organises meetings of the Management Board which is ensuring that euLISA delivers the tasks and results as stipulated in eu-LISA's establishing regulation in the most cost-effective way, considering the strategic goals and objectives of the Agency.	eu-LISA statutory staff Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services Participants of the meeting Members/Observers of Management Board	Name, contact details and affiliation The personal data that are asked in the registration form are the following: Name, Surname, Organisation/Country, mobile phone, e-mail address, emergency contact The personal data that appear in the attendance list are the following: Name, Surname, Signature Audio recordings (for the purpose of drafting minutes)	N/A	IBF International Consulting ProPager SARL Pomilio Blumm Srl Microsoft Teams	6 years after the last action in relation to the meeting. Audio recordings will be stored until the minutes from the meeting to which they relate will get adopted (i.e. upcoming MB meetings)and the audio files will be deleted soon afterward.	Designated eu-LISA staff members eu-LISA processor staff involved in the event's management/finance and contract management Participants to the meeting to whom the attendee list is to be distributed IT tool provided by the external contractor for the events management, where applicable	None		
38	0001/2016	07/01/2016	04/11/2021	Executive Support and Stakeholder Relations Unit	**Article 21 - public interest**	To comply with the provisions of Article 29 of the establishing regulation of the Agency, therefore, in the context of the statements of commitment to be filled in by the Management Board and Advisory Group members upon start of their assignment at eu-LISA and performed as an annual exercise with the deadline of 31 March each year, to guarantee that such members perform their duty in the best public interest and in compliance with the eu-LISA establishing Regulation to ensure the impartiality of the Agency's decision making.	Stakeholders of eu-LISA, including Member States representatives Members/Observers of Management Board and Advisory Groups	Name, Surname, Details on education, expertise, profession of the person, Economic and financial details, Signatures, data concerning the data subject's career, data concerning the data subject's private interests, data concerning the data subject's family, i.e. data concerning the data, subject's partner, though without specification of the name of the partner or of the nature of the relationship, Ownership or other investments, including shares	N/A	N/A	6 years after discharge for the budgetary year to which the declaration relates	Designated eu-LISA staff members eu-LISA Staff working in the Secretariat of the Management Board (ESU). eu-LISA Executive Director. The general public	None		
37	0028/2015	25/02/2015	14/10/2022	Security Unit	**Video images of eu-LISA premises** **(formerly named 'Video images of the common access spaces of the eu-LISA HQ premises in Strasbourg')**	The video-surveillance system helps control access to the Agency's buildings and helps ensure the its security, the safety of eu-LISA's staff members, contractor and visitors in general, as well as property and information located or stored on the premises.	eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interims, experts) Contractors of eu-LISA providing goods and services The general public, including visitors, correspondents, enquirers	Video images of data subjects	N/A	eu-LISA contractors for managing security guards and reception at the Agency premises	30 days maximum from the recording	Security Sector personnel and Security services providers in premises. Also, if justified, the video footage might be given according to the specific rules and regulation, to the authorised national and/or European public authorities for the purpose of lawfully performing police investigation or similar activities.	None	No	
36	0027/2015	04/12/2015	16/06/2017	Resources and Administration Department	**Staff Entitlements Administration**	To establish and manage the staff member's individual rights and entitlements gained during his/her career in eu-LISA and to manage the corresponding payroll associated with those rights and entitlements	eu-LISA statutory staff members	Personal data related to the his/her entitlements/rights and they are supported by the documentation required.	N/A	PMO	10 years after the termination of the employment of the staff member concerned	Head of HRTU, File Manager (HR Assistant), PMO, Executive Director	None		
35	0026/2015	16/06/2017		Security Unit	**Monitoring of the exchange of the e-mails of the eu-LISA accounts**	To ensure the implementation of the specific security measure consisting in performing the monitoring of the emails exchange, in order to identify potential security risks associated with the email service and the exchange of the organisation data.	Staff members (including temporary and contractual agents, SNEs, interns) having access tu eu-LISA e-mail system	Unique message identification number, email address of the sender, email address of the recepient, email header (meta data), the subject, date and time of the message, the body, the message status and the attachments.	N/A	IronPort mail security system	From 1 to 3 years	Security Unit	None	No	
34	0025/2015			Security Unit	**Access Control to Tallinn premises via token**	Authorise the access rights, record and monitor the use of each access card/token distributed to eu-LISA staff and the authorised contractors to access of the common access spaces of the eu-LISA HQ premises in Tallinn and some special protected rooms	Staff members and any other person performing regularly (each day) tasks inside eu-LISA premises for more then 30 days, if there is such a need, who receive an access token/card to have access in eu-LISA premises and the special rooms	Identification data connected to the access token	N/A	Security guards from Tallinn HQ	60 days	Security Unit, security guards	None		
33	0024/2015	30/07/2015	10/04/2017	Resources and Administration Department	**Leaves and Absences management**	Management of annual, special and sick leave	Statutory staff memebrs of eu-LISA (temporary and contract agents), Seconded National Experts (SNE`s) and Interns	For a sick leave lasting longer than 3 (three) calendar days a confirmation of the medical certificate from the doctor by the Medical Service of the European Commission is required. For special leave relevant supporting document(s) serving as gorunds for entitlement in accordance with the SR or the relevant implementing rules are required. In case of a family or parental leave, information on family members concerned by the leave request or the information on beneffiting from a particular type of leave in the past is required.	N/A	N/A	6 (six) years (N+5 years). The relevant data on leave may be required in order to justify the decisions for which a calculation of the periods worked and spent on leave may be required. Therefore, a period of 6 years would allow to make such calculations for the contracts of employment that have 5 years duration.	HRTU, Line Manager and/or Head of Sector, replacing person (for annual leave).	None	Yes - Article 27.2.b	
32	0023/2015	09/10/2015	12/01/2017	Resources and Administration Department	**Annual medical check-up**	Reimbursement of the annual medical check-up fees, based on the approval of the Medical Service of the EC	Statutory staff members	Identification data, invoice	N/A	Medical Service of the European Commission (DG HR.D.3)	The same as for Administrative files	Statutory staff (data subjects) and staff members of eu-LISA included in the financial circuit, Medical Service of the European Commission (DG HR.D.3), upon request external supervisory bodies	None	No	
31	0022/2015	16/06/2017		Resources and Administration Department	**Fit Program**	Granting reimbursement for eu-LISA staff sport activities	Statutory Staff Members of eu-LISA and Seconded National Experts	Identification data, invoice, the bank account number to carry out the reimbursement of the costs.	N/A	N/A	6 years	HR Assistant	None	No	
30	0021/2015	02/02/2015		Resources and Administration Department	**Learning and Development**	Managing of training requests and training activities for eu-Lisa staff	eu-LISA staff members (Temporary, Contract, External, Interns and invited experts)	Identification data, training, the bank account number to carry out the reimbursement of the costs.	N/A	N/A	4 years	Management Committee members, Heads of Sectors, eu-LISA staff members, contractors for providing training outside eu-LISA premises	None	No	
29	0020/2015	02/03/2015	28/03/2017	Resources and Administration Department	**Administrative Files**	To manage the information collected about the staff at a final stage of recruitment process and during the employment.	Statutory staff members of eu-LISA (Temporary Agents and Contract Agents), Seconded National Experts (SNE) and Interns. As from 1/05/2017 also the external service providers working in the Agency premises (intra-muros personnel) may have personnel file established. This will concern those who will work with the HR IT tools like Allegro and Sysper or for whom ECAS authentication has to be established. Personnel files will be limited in scope in those cases.	Recruitment file, documents related to professional carrier: probation and appraisal reports, documents on family composition, on work pattern arrangements etc., into a single personal file for HR administration purpose.	N/A	N/A	For recruited applicants/staff data are kept for a period of 10 years from the termination of employment or as of the last pension payment.	Statutory staff of eu-LISA, Seconded National Experts (SNE), Interns, hierarchical superiors, representatives of the European Commission services within the scope of the signed Service Level Agreement, external supervisory institutions by request and case by case analysis.	None	No	
28	0019/2015	05/10/2015	23/03/2021	Executive Support and Stakeholder Relations Unit	**eu-LISA Annual Conference** **(formerly named 'List of participants for eu-LISA 2015 Annual Conference –The Future tested: towards a SmartBorders Reality')**	The purpose of this processing activity is to organise and manage eu-LISA's Annual Conference.	eu-LISA statutory staff; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Stakeholders of eu-LISA, including Member States representatives; Contractors of eu-LISA providing goods and services; The general public, including visitors, correspondents, enquirers; Relatives of the data subject;Participants at the conference	Name, contact details and affiliation; e-Communication and/or connexion data; Details on education, expertise, profession of the person; Contact data: title, first name, last name, organisation, email address, job title, country -Photos, video recording, sound recording and web-streaming where event participants and/or speakers appear. -Meeting related data (e.g. email addresses of meeting attendees, call/meetings dates/times etc.). -Chat information: name of participant (sometimes the participants could choose to use nickname/username), timestamp, conversation. -Screen sharing to support presentations or working on documents. -Personal data contained in minutes, reports, PowerPoint presentations or relevant documentation used during meetings on a publicly available website or printed to illustrate communication material, photo albums and/or videos	N/A	Adria Congrex SRL Via Sassonia, 30, 47922 Rimini RN, ITALY	Contact details to register in events:deleted after the event follow-up unless the participants have given their consent that their data may be used by eu-LISA to invite them to future similar events and activities. **Photos, video recording, sound recording and web-streaming**: - Sound recordings of events, when not for publication, will be deleted after the final report of the event is delivered, but no longer than 6 months after the end of the event. - Video recordings and photographs will be kept for a 2 year period for possible use in eu-LISA reports and publications, after which the data is transferred to the historical archives of eu-LISA. **Meeting related data**: will be deleted after the final report of the event is delivered. **Chat information**: will be deleted after the conference. **Connection data**: will be deleted once the final report and attendance statistics have been produced.	Designated eu-LISA staff members; Other recipients: -Participants at the events (limited to contact details, if participants have consented); - Contractors processing the event organisation, photos and videos, catering -Contractors or security staff, if the event takes place in eu-LISA premises, limited only to the data necessary to access the premises. -A wider public if it is provided that personal data is to be published on eu-LISA controlled websites or Social Media channels; -Auditors in charge of a monitoring or inspection task in accordance with the EU legislation; -IT tool provider; -Social Media and third party cookies	None	No	
27	0018/2015	05/10/2015		General Coordination Unit	**Participants and dissemination of contacts on the industry roundtable "Future of Technology-Assisted Border checks"** **Withdrawn, replaced by 0010/2020**	Using attendee lists for the eu-LISA industry roundtable event 'Future of Technology-Assisted Border Checks' and dissemination of attendee lists amongst event participants	Attendees	Contact details	N/A	N/A	Data in electronic format is retained according to the provisions in place for Agency data generally	Member State experts, representatives of industry, staff of EU Agencies and Institutions, Agency stakeholders	None	No	
26	0017/2015	21/10/2015		General Coordination Unit	**Annual eu-LISA stakeholders reception** ***Finished**	To contact the individual eu-LISA stakeholders, who register for the particiation of the eu-LISA annual stakeholder reception	eu-LISA MB members and Stakeholders who have registered to the reception	Contact details	N/A	N/A	Data is retained for one year, till the next annual stakeholder reception of eu-LISA	GCU staff who have access to the shared folder where the data is stored		No	
25	0016/2015	27/07/2015		Resources and Administration Department	**Flexitime**	The implementation of recording flexible working hours for facilitating the conciliation of private/professional life and flexitime administration.	eu-LISA staff members and SNEs	Time records of data subjects	N/A	N/A	Time-sheets and e-mails requesting special recovery leave will be retained only by the HR Assistant in charge of leaves, during the period of one year following their reception. The e-mails request and time sheets sent to line manager will be immediately destroyed by latter	HRTU and Line Managers (Heads of Units and Heads of Sectors)	None	No	

24	0015/2015	15/12/2015		Resources and Administration Department	**Monthly attendance sheet FWC External Support contract control for the Service Providers (Intra-muros)**	Invoicing, which is based on the monthly attendance sheet for normal working hours	Service providers	Contact details, time worked	N/A	N/A	1 year after expiration of the specific contract	Finance Sector of eu-LISA, RAD, OIAs, OVAs, FIA and FVA	None	No	
23	0014/2015	03/11/2015	20/04/2018	Security Unit	**Monitoring the remote access to eu-LISA IT Infrastructure**	Monitoring remote access to eu-LISA IT infrastructure for security and technical troubleshooting	eu-LISA Staff members, SNEs, interns, external contractors	Username, IP address, timestamp, type of event, host checker results, certificates and other information related with the communication status.	N/A	N/A	The event logs are stored for a maximum period of 1 year from the moment of their recording. The data can be stored for additionnal periods of time in case there is needed for authorised security purposes (for example in order to support the investigation of security incidents).	Security Unit: IT security specialists, security officers Corporate IT Services Sector: network specialists/experts, system engineers, IT infrastructure officers	None	No	
22	0013/2015	03/12/2015		Resources and Administration Department	**Teleworking**	To authorise and approve a request of a staff member to teleworking	Statutory Staff Members of eu-LISA and Seconded National Experts	Identification data, contact details, request for teleworking	N/A	N/A	5 years	HRTU staff, Line managers (Heads of Sector and Heads of Unit), Heads of Departments, the ED , in different Units members responsible for time management and Security Sector	None	No	
21	0012/2015	26/11/2015		General Coordination Unit	**List of participants for organising a stakeholder event** *Finished	Drawing up the list of participants for the Smart Border stakeholder event on 7 December 2015 in Brussels	Smart Borders project managers in MS, Smart Border rapporteurs in the European Parlament, Smart Borders desk officers and their direct hierarchy in the Commission and the Council Secretariat, Smart Borders contact points of the LU Presidency and the incoming NL Presidency, programme managers responsible for Smart Borders in FRA, and EDPS	Contact details	N/A	N/A	The data was be kept until 08.12.2015	European Commission, DG Home Affairs	None	No	
20	0011/2015	04/03/2015		Resources and Administration Department	**External Active directory**	To enable access to the extranet platform of eu-LISA Agency serving as an identity management mechanism to the resources of the extranet platform	Data of people admitted access to the extranet platform of eu-LISA (Staff members, Management Board, Management of eu-LISA, Members of Advisory Groups, Members of Interest Groups)	Contact details	N/A	National SPOC	Sponsor will be responsible for reviewing the list of participants under his group on a yearly basis. Data retention period of disabled account will be a further year after which account wil be deleted	Administrators, Sponsors of the Groups (Application Manager, Management Board Secretariat), other members upon their consent for the purpose of collboration.	None	No	
19	0010/2015	22/10/2015		Operations and Infrastructure Unit	**Establishing a contact list for sTESTA** *Finished	Establishing a contact list for sTESTA Security Operations Centre for eu-LISA Turn Key Access Points	eu-LISA's Staff identified as contact point for sTESTA SOC	Contact details	N/A	sTESTA SOC	Until 28-09-2016	sTESTA SOC Staff	None	No	
18	0009/2015	01/10/2015		Human Resources Unit	**Reclassification**	The reclassification exercise of eu-Lisa staff is the assignnment to employment corresponding to a grade superior to that at which they were initially employed	Statutory Staff Members of eu-LISA	Identification data, result of appraisal, the level of responsibilities and the use of languages in the performance of the duties	N/A	N/A	5 years	Management Committee members, Joint Promotion Committee, Staff Committee members and Appointing Authority	None	Yes - Article 27.2.b	Case 2015-0916
17	0008/2015	21/09/2015		Human Resources Unit	**Appraisal**	To evaluate the performance and provide an annualy appraisal of eu-LISA staff.	Statutory Staff Members of eu-LISA	Identification data, data relating to career, appraisal and comments by the line manager	N/A	N/A	5 years	The Jobholder, the Reporting Officer, the Appeal Assessor	None	Yes - Article 27.2.b	Case 2015-0915
16	0007/2015	21/09/2015		Human Resources Unit	**Probation**	Assessing and reporting on Probationary Periods	Statutory Staff Members	Identification data, data in the Report.	N/A	N/A	10 years	Concerned statutory staff members, the reporting officers, the Executive Director in his role of Appointing Authority, HRTU	None	Yes - Article 27.2(..)	Case 2015-0908
15	0006/2015	28/07/2015		Human Resources Unit	**Recruitment**	To enable selection procedures	Applicants	Identification data, career data, spoken languages.	N/A	N/A	For applications received but not selected: the paper dossiers are filed and stored in archives for 2 years after which time they are destroyed; for applicants placed on a reserve list but not recruited: data are kept for the period of validity of the reserve list + 1 year after which time they are destroyed; for recruited applicants: data are kept for a period of 10 years as of the termination of employment or as of the last pension payment after which time they are destroyed. The financial data related to the selection procedure interviews reimbursement is kept for a period of 5 years required by the Financial Regulation	HRTU, to the Selection Committee, and, if necessary, to the Security and/or Legal Officer of eu-LISA	None	Yes - Article 27.2(..)	Case 2015-0635
14	0005/2015	01/06/2015		Security Unit	**eu-LISA ID Badges -** **Withdrawn, replaced by Case nr. 0013/2016**	The purposes of processing the personal data as part of the eu-LISA ID badges process are security orientated in order to have an updated evidence of all the personnel who possesses an eu-LISA ID badge	Staff members (including temporary and contractual agents, SNEs, interns), contractors and other guests having access inside of eu-LISA premises without being under surveillance	Identification data of the subjects (eu-LISA staff, contractors or other guests), including the ID photos received from subjects, staff or external	N/A	N/A	The data is being store for the entire period the data subjects they possess a valid eu-LISA ID badge, because their need to access exist as long as such valid badges are valid and also an additional 6 months after the validity expiration time, in case there is needed to investigate any related security incidents	Security Sector personnel	None	no	
13	0004/2015	23/10/2014		Security Unit	**Video images of the common access spaces of the eu-LISA HQ premises in Tallinn**	Carrying out a specific control which could allow the eu-LISA security team to prevent, to deter, to impede or to detect actions/events that might affect security of the Agency, its premises, personnel or assets	Staff members and any other person visiting eu-LISA premises who might pass by areas under surveillance	Video images of data subjects	N/A	N/A	30 days	Security Unit	None	No	
12	0003/2015	10/04/2015		Resources and Administration Department	**Internal Active Directory**	To enable access to the corporate email system, the corporate end -user workstations (logon access), the intranet and possibly the extranet platform and other corporate platforms and tools	Staff members, interns, SNEs and contractors working for eu-LISA	Contact details	N/A	N/A	Conservation of data is jutified by the need of preservation of access to the workstations and corporate platforms	All user accounts in the EU-LISA domain, other EU agencies, EC	None	No	
11	0002/2015	15/04/2015		Security Unit	**Commission access badges security control**	Commission access badges security control	Staff members (including temporary and contractual agents, SNEs, interns)	First name, last name,type of personnel, staff number, expiration date of the validity periode and the department/unit/sector, ID photo	N/A	European Commission	For the entire period the data subjects they possess a valid EU Commission access badge, because their need to access exist as long as they possess such valid badges and also an additional one year after the validity expiration time	Security Sector personnel and EU Commission -DG HR&Security	None	No	
10	0001/2015	27/01/2015		Applications Management and Maintenance	**Eurodac MSI/Optical Scan Tests Study** *Finished	To realize a study of the fingerprints capturing devices with a view to support the development of the EURODAC Recast objectives	Non-EU foreign nationals	Fingerprints	N/A	N/A	2 months from the starrt of processing	eu-LISA (recipient of the study), Member states (participating in the study). No personal identifiable data will be disclosed, only the results of the study according to section 9 of the document "Eurodac-MSI-Optical Scanning test strategy"	None	Yes - Article 27.1	EDPS_Opinion MSICase 2015_0082
9	0009/2014	12/12/2014	17/03/2021	Internal Audit Capability	**Provision of internal audit services to eu-LISA** **(formerly named 'Fraud Risk Identification and Assessment supporting the drafting of an Antifraud Strategy of the eu-LISA')**	Personal data is collected for the purpose of provision of internal audit services to eu-LISA such as assurance audits, coordination of external audits and advisory services. The provision of internal services is based on risk identification and assessment including fraud risk.	eu-LISA statutory staff; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Stakeholders of eu-LISA, including Member States representatives; Contractors of eu-LISA providing goods and services and the general public, including visitors, correspondents, enquirers.	Name, contact details and affiliation (e.g. address, first name, surname, e-mail, phone number, citizenship); Details on education, expertise, profession of the person (e.g. CV, trainings); Economic and financial details (e.g. bank account details, expenses, reimbursements; Goods and services the person provides	N/A	N/A	2 years after the end of the audit process (final report)	Line managers of the data subject; Designated eu-LISA staff members and External service providers who have access to the respective site of the Agency's intranet	None	No	
8	0008/2014	04/12/2014		Human Resources Unit	**eu-LISA faces projects** *Finished	Drawing up the list of participants for the Smart Border stakeholder event on 7 December 2015 in Brussels	Staff members, this includes SNE's, interns, external contractors, trainees	Video and photo of the data subject	N/A	N/A	Data will be stored as long the staff member remains in the Agency	eu-LISA statutory staff, SNEs, interns	None	No	
7	0007/2014	01/12/2014	09/08/2018	Human Resources Unit	**eu-LISA staff Benchmarking Exercise**	To comply with the common screning methodology to respond to the requirements set on the Framework Financial Regulation (FFR)	Staff members	Organisation level/ Job Title / No of posts / Job holder / Personnel ID / Category / Function Group / Budget coverage/personnel type / Domain / Funciton/ HRTU First screening value - Type / HRTU First screening value - category/ Managers - Screening correction / Validate «tick» and if not propose alternative / Final - Screening Type / Final - Screening category / Snapshot value 2015 / Remarks / Stability coefficient	N/A	N/A	2 years	ED, eu-LISA managers	None	No	
6	0006/2014	20/10/2014		Security Unit	**Contact detail of the Security Officers Network (SON) participants. -** **Withdrawn, replaced by 0017/2016**	Use, update and maintenance of the contact detail of the Security Officers Network (SON) participants	SON meeting participants who are security experts delegated by their Member State authorities	Contact details	N/A	N/A	Data is retained for as long as their owners, SON participants, take part in the SON.	The recipients are the Security Officers, the Security Expert (SNE) and the Security Intern who pancipate on the SON and who have access to the shared folder where the data is stored.	None	No	
5	0005/2014	03/10/2014	03/06/2021	DPO	**Managing the DP register of processing activities**	The management of the Records of processing activities sent to the eu-LISA DPO the controllers in practice as part of keeping a centralized public register.	eu-LISA statutory staff; Other individuals working for eu-LISA (consultants, trainees, interims, experts); Data Controller in practice; Other eu-LISA staff membres (DP contact points)	Name, Surname, professional email address or functional mailbox; Job Title, Unit; Comments in the draft documentation.	N/A	N/A	Data will be kept for as long as the processing operation is ongoing and, therefore, the record exists. All personal data will be deleted a month after the record is archived or becomes obsolete.	Designated eu-LISA staff members; Other recipients: In case a consultation is necessary, the European Data Protection Supervisor (EDPS)	None	No	
4	0004/2014	03/10/2014		Election Board	**Election of a Staff Committee of eu-LISA**	Election of a Staff Committee of eu-LISA	Staff members	Staff member's name, surname, category: TA AD, TA AST,CA, SNE, interim ; place of work :TLL,STR, BRU.	N/A	N/A	By 18 Oct 2014	The Election Board	None	No	
3	0003/2014	19/09/2014		Applications Management and Maintenance	**actiTIME statistics module** *Finished	To generate the relevant statistics figures based on actitime	Executive Director, Heads of Department, Heads of Unit, Team Coordinators, possibility also for the Team Members.	Windows login user name, which is connected with actiTIME	N/A	N/A	actiTIME statistic module is only using the data stored in actiTIME and according to the retention policy for the actiTIME data	Line Managers	None	No	
2	0002/2014	23/09/2014		Applications Management and Maintenance	**actiTIME** *Finished	To register the activities of the internal eu-LISA staff	eu-LISA personnel	Login: Name, First Name, Corporate Email address; for management purpose collected: Department, Arrival date in the DG/agency, Departure date in the DG/agency; Specifically for activity reporting collected: activity information by project (duration, type of activity, free text).	N/A	N/A	To erase users (and their activity) that were disabled since more than 1 year; to erase activity for dates 2 year; to anonymize activities since more than 1 year	Executive Director, Heads of Department, Heads of Unit, Team Coordinators, Team Members	None	No	
1	0001/2014	16/09/2014	13/04/2021	Corporate Services Unit	**EU Login accounts creation (formely named 'Creating ECAS accounts for the eu-LISA Staff')**	The purpose of EU Login account creation is to allow authorised eu-LISA users to access a wide range of European Commissions' information systems or services (Sysper II, EULearn, MyIntracomm, etc.1), using a single email address and password, called "Single Sign-On".	eu-LISA statutory staff, Other individuals working for eu-LISA (consultants, trainees, interims, experts), contractors of eu-LISA	For Staff members, SNE's and Interns: First and last name, PerID personnel number and contract start and end dates are sent to Corporate ICT Service Desk Team by eu-LISA HR Unit, after necessary information is provided in the RETO Portal by HRU for the generation of a PerID (this includes processing of birth date of the Agency's personnel). User account and email address are created in the Corporate ICT Services information system - Active Directory is also used for this purpose. First and last name, PerID number, Unit/Sector and start and end dates of the signed employment contract are then entered in Sysper II by the eu-LISA HRU Sysper team. For Intramuros: If needed for performing their duties, the hierarchy of the data subject requests the creation of an EU Login account for the data subject by providing the first-and last name.The city of employment is deduced from the telephone number visible in the eu-LISA Active Directory. Upon receiving agreement of the data subject to use their data by replying to an email and providing the birth date, Corporate ICT Service Desk Team registers the person in European Commission RETO portal, permitting the generation of a PerID personnel number which is used for the creation of the EU Login account. User account name, email address and is created in the Corporate ICT Services information system - Active Directory is also use for this purpose. The start- and end dates of the contract are provided by the External Support Team in the Finance and Procurement Unit upon announcing the new or extended contract. First- and Last name, PerID number, Unit/Sector and start- and end dates of the signed Specific Contract are then provided to eu-LISA HRU Sysper team for Sysper II registration	N/A	N/A	As long as the individual has any relationship with eu-LISA without prejudice of eu-LISA backup policy. Personal data are stored for the duration of the contract of the data subject with euLISA and is deleted from the Intranet Page and uploaded to COMREF portal, deleting the data from COMREF within a 2-month period after the end of the contractual relationship of the data subject.	eu-LISA Corporate ICT Service Desk team members eu-LISA HRU Sysper team members European Commission RETO and COMREF services	None	No	