



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@eu-lisa.europa.eu

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.

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
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	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.	For the survey responders: 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. 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.	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	22/07/2020	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 country) 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 personnel and visitors	The name of the person, amount of masks received and date	N/A	N/A	60 days	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	08/10/2020	Enterprise Project Management Office (EPMO)	Planview/PPM tool	Planview tool will be used for eu-LISA business management purposes for the identification, planning, selection and utilization of resources (staff and intramuros) who will be assigned to specific work logged in the system along with budgetary/ cost information	eu-LISA statutory staff members (temporary agents, contract agents, SNEs, interns), intramuros, external contractors and users, Member state representatives	For eu-LISA internal end users (statutory staff/ SNE/ Interns/ Intramuros): Full name (name, surname), IP address, Professional (eu-LISA) e-mail address, Job title, Contract type, Blended (average) Rates, Start and end date of service within the Agency, job title changes, Resource breakdown structure data (Org chart), - Time allocation of a resource to specific work (standard project, BAU activity or informal project), Status of approval of resources, Part time resources capacity, Hours spent in each task (including overtime), Absence hours, Users log in and contact information For External end users: Unique identifier (organisation/member state_name_surname), users log in and contact information, Full name (name, surname), Professional e-mail address	N/A	Insight Technology Solutions Belgium Inc. Planview International AB as a sub-processor	For the entire duration of the employment or contractual engagement with eu-LISA. The relevant project data, that might contain user personal data is kept for 7 years, based on the MFF planning cycle and within the contractual agreement with Planview	Internal: all eu-LISA staff and non-staff members (with different permissions to access); External: contractor or member state representative	Planview is a cloud-based tool, which will only process personal data within the territory of the European Union and the European Economic Area and will not leave that territory, with the exception of specific personal data included in the logs (the users' log in and contact information) that are processed in the U.S. After the invalidation of the Privacy Shield in July 2020, the transfer to third countries' data processor is protected with the signature on 30 Sept 2020 of the Standard Contractual Clauses ("SCCs") as per Commission Decision 2010/87/EC.
108	0004/2020	06/04/2020	12/06/2020	Security Unit	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	For the period of the COVID-19 outbreak and additional 6 months afterwards for audit purposes	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	12/06/2020	Security Unit	COVID-19 response	To limit and manage the outbreak 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	For derogatory forms and the Internal List: name, surname, date of birth, place of employment, address of the private residence, nature of work, commuting details, signatures and other requested data, name of eu-LISA approver. List to national authorities: name, surname.	N/A	N/A	For the period of the legal requirements for the form and additional 6 months afterwards	For derogatory forms: Internal: eu-LISA staff, who needs to authorise the work commuting and who approve and sign the derogatory documents, External: 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: External recipient: 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 of the 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	a) Contact data: 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) Exercise-related data: 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) Platform logging and monitoring data: 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	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	12/12/2019	Finance and Procurement Unit	Public procurement procedures	Management and administration of procurement procedures by eu-LISA	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), ID number, document number, signature), 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, Information relating to eligibility and exclusion and selection criteria: proof of security clearance, certificates for social security contributions and taxes paid, extracts from judicial records, expertise, technical skills, languages, educational background, professional experience including details on current and past employment	N/A	N/A	Retained within the procurement offices until the procedure is finalised, and in the archives for a period of 10 years following the signature of the contract. However, tenders from unsuccessful tenderers have to be kept only for 5 years following the signature of the contract. Once the period mentioned above has elapsed, paper documents and media stored in the archives are to be destroyed. The retention period runs from the date the file is closed.	eu-LISA staff: 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, contractors and consultants: on an exceptional basis and under strict supervision and limitations, when specialised expertise is not available within eu-LISA, 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 Ombudsman (EO), European Court of Justice (ECJ), European Data Protection Supervisor (EDPS), European Public Prosecutor Office (EPPO)). Members of public: 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 5 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	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	23/12/2020	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, we usually do not publish, just indicate where these could be found).	Name, contact details and affiliation; Details on education, expertise, profession of the person and 3 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 SRI	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	23/12/2020	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 diatarian 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 staff members and the SNEs	Surname, allocation 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 IT tool and contribute to the planning process			None	
98	0016/2018	30/10/2018		Operations and Infrastructure Unit	eu-LISA ITSM Tool 5Mg	For managing incidents, problems, changes, standard requests for all the core business systems	eu-LISA staff members, using the tool; eu-LISA Contractors representatives, authorised to use the tool	First name, family name, office e-mail address	N/A	N/A	1 year after deactivating	eu-LISA staff members, using 5Mg			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 representatives 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 a period 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 extent necessary to perform their tasks			None	
94	0012/2018	19/09/2018		DPO	eu-LISA DPO learning 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.	Users of the eu-LISA Data Protection (DPO) Learning mobile app	Number of downloads	N/A	N/A	N/A	N/A			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			None	
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			None	
91	0009/2018	01/06/2018	01/07/2020	Security Unit	Personal Security Clearance - Contractors	Ensuring that eu-LISA contractors and subcontractors fulfill 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 fulfillment of the security requirements, 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 certificates related to the initiation 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	Executive director	Whistle-blower Procedure	To ensure accordance with the MB Decision 2018-122 of 26.06.2018 on the eu-LISA Guidelines on whistleblowing and the Administrative Notice of ... on Data protection in the application of the Guidelines on whistleblowing	eu-LISA staff members	Concerning the data subject's career, family, pay, allowances and bank account, expenses and medical benefits,	N/A	N/A	Statistical reports on the anonymised aggregated number of whistleblowing cases shall be maintained by the office of the ED	Parties involved in the investigation of a case	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 staff members	Staff member's name, surname, category: TA AD, TA AST, CA, SNE, interim ; place of work :TLI_STR, BRU.	N/A	N/A	By 18 Oct 2014	Election Board	None		
87	0005/2018	01/03/2018	Security Unit	Acceptable use Policy forms, collecting the agreement from the users	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	eu-LISA member	Name, user ID, device brand, type, operating system, function	N/A	N/A	The entire time of the employment of the data subjects at eu-LISA plus an additional 3 months thereafter	Security Unit	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	Executive director	Handling Argo Complaints	For the handling of the complaints addressed by a staff member to the Appointing Authority of eu-LISA under Article 90 (2) of the Staff Regulations in cooperation with Unit HR.E.2 of DG HR within the framework of the signed Service Level Agreement (SLA) and Appendix E to this SLA	Staff members (temporary and contract agents) and the Seconded National Experts to whom the Staff Regulations apply, applicants involved in recruitment procedures and any individual negatively affected by AIPN decisions	Identification data, contact data, data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct), concerning the data subject's family, the data subject's career, leave and absences, pay, allowances and bank account, missions and journeys, recruitment and contracts concerning social security and pensions, expenses and medical benefits	N/A	DG HR Unit E.2	Documents related to the complaint and the respective decision of the AA will be stored for 5 years from the moment of issuing the ED decision or as long as the personal file of the staff member in case of a Court litigation	DG HR Unit E.2	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 Contracts) 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	Security Unit	TAN - Tool Alerting Notification	BC response, alerting and notification	All eu-LISA personnel (staff, Seconded National Experts, interns, contractors) and relevant external stakeholders	Name, surname, function, phone number, email address	N/A	N/A	As long as person is working in eu-LISA or expresses their interest of benefiting from the tool	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 aggregated data (pivot tables) without the personal data of staff.	None		
79	0013/2017	16/06/2017	Security Unit	Monitoring application whitelisting logs	To ensure the implementation of application whitelisting solution, there are no false positive blocks of legit software, availability 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	DPO	DP Complaint procedure	To allow the data subject who has his/her personal data processed by eu-LISA to lodge a complaint to the euLISA 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	Any data subject that has his/her personal data processed by eu-LISA (European Union citizens, people from third countries and eu-LISA staff members)	Name, surname and contact details	N/A	N/A	The personal data collected will be retained until the end of the investigation and the complaint form will be kept for a period of 2 years as a mean of proof if further investigation is required.	DPO	None	No	
76	0010/2017	27/04/2016	Applications Management and Maintenance	EDAC-141 system patch test	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 environment as test data	Fingerprints	N/A	N/A	All data that is provided by the Member States is securely periodically erased from the Central System database after the end of this study	eu-LISA and the Contractor (SjBis), the competent authorities of the Member States participating in the study	None	No	
75	0009/2017	04/05/2017	DPO	DPO Network meeting registration	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 Authority (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, interns, 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.	Designated 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/interns), 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 eu-LISA 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. <u>Interns</u> : 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 name, 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	None	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.	None	
68	0002/2017	18/01/2017		Resources and Administration Department	ARES/COMREF support and Document Management Team	Filing 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 Commission, DIGIT, ARES/COMREF technical support, Public authority or agency, Companies	None	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	TESTA 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	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 periodically 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		Security Unit	Management of the Emergency number - logs and events	To allow and efficient response to any emergency situation that may affect eu-LISA personnel (staff, SNEs, interns or contractors), assets or premises or any other persons that may be found within eu-LISA through the access of the logs connected to incidents requiring response, to allow monitoring of the use of the emergency number, to allow the troubleshooting of any technical matters related to the functioning of the emergency number	All persons calling the eu-LISA Emergency number	The number of the caller and the time of the call	N/A	N/A	The data is being stored for 1 year in case it arises the need to investigate any related emergency incidents	Security Sector personnel and security guards	None	Yes - Article 27.2.a
64	0027/2016	21/09/2016		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 information.	None	No

63	0026/2016	20/10/2016		Resources and Administration Department	eu-LISA learning management system (LMS)	The purpose is to digitalise 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 quizzes, 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 responsibilities.	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	To digitalise 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 Internal 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	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	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 member	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	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	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	Maintenance 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	3 year	GCU staff, Meeting participants	None	No
54	0017/2016	11/04/2016		Security Unit	Contact detail of the Security Officers Network (SON) participants - update	To preserve the ability to contact the individual SON participant with necessary update and relevant information with regards to the SON. The Security sector is the provider and organiser of the SON meetings and must ensure its ability to reach the security officers.	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.	Security Officers, the Security Expert (SNE) and the Security Intern	None	No
53	0016/2016	31/03/2016		Resources and Administration Department	Webex system	To enable access to the webex web communication tool and permit web messages and web meetings establishment.	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@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	05/11/2020	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.	Eu-LISA statutory staff Other individuals working for eu-LISA (consultants, trainees, interns, experts) Stakeholders of eu-LISA, including Member States representatives Contractors of eu-LISA providing goods and services The general public, including visitors, correspondents, enquires	Full name. Photograph (only for the long-term badges) Fingerprints template (not the actual image of the fingerprint, but a modified/scrambled version based on the fingerprint). Once captured, the fingerprint images are immediately converted into hashes / templates by the software access application and stored inside the card, with no central database storage Card serial number Card access rights Access areas Card access history, which is a timestamped record of each card use that registers the card reader used, and a log of the event (in/out/denied etc.) Card/badge number, type of badge, issue and expiry date, information whether the badge has been returned or not.	N/A	G4S Estonia (eu-LISA contractor for managing security guards and reception at the Agency premises in Tallinn); Securitas France (eu-LISA contractor for managing security guards and reception at the Agency premises in Strasbourg).	The data contained in long-term badges are stored for 6 months after the expiration date of the badge, at which point they are destroyed. The data contained in short-term badges (for visitors) are deleted by the security guards within 2 hours of when the card is returned. Data contained in the access control system are stored for a maximum of 1 year from the moment of ending the need to access the premise of eu-LISA. Data can be stored for additional periods of time in case needed for authorised security purposes (for example in order to support the investigation of security incidents). Data about the issuance of long-term badges (for staff, SNE, interns and contractors) are kept for the period of the users contracted presence on eu-LISA sites plus 1 year.	eu-LISA staff members on a need-to-know basis, Security Unit, G4S personnel (Contractor), Security France personnel (Contractor), EU investigatory bodies or national authorities in the framework of an investigation or prosecution of a criminal offence, when the transfer of data is requested and approved.	None	Yes - Article 27.2.a

49	0012/2016	18/03/2016		Security Unit	IT Proxy BlueCoat Log analysis	ITOI webproxy BlueCoat traffic logs analysis for security related monitoring and assessments	All euLISA personnel who are using euLISA workstations (PCs, laptops) inside euLISA office infrastructure.	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 be 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 responsibilities.	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 be 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 letter 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, interns, 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	<ul style="list-style-type: none"> 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 	<p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> 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 connection 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		Security Unit	eu-LISA Key Management System (KMS)	Configuring the access rights in the KMS and for handling the event logs.	Staff members (including temporary and contractual agents, SNEs, interns) and contractors	Taking/returning the key(s), date and time of the event, user name, identification number of the key.	N/A	N/A	90 days from the moment of recording	Security Sector personnel and the security guards in Tallinn (G45)	None		
40	0003/2016	07/01/2016		General Coordination Unit	AG Events - meetings	The management of the Advisory group meetings, including management of: lists and mailings-lists for contacts, invitations, participants, distribution of the lists, audio recording of speakers and participants, keeping minutes of the meeting, feedback on minutes, meeting follow-up, follow-up actions, news and publications.	Members/Observers of Advisory Groups.	Contact details	N/A	Propager	6 years	GCU Staff, Propager personnel, Advisory Group members attending the meeting	None		
39	0002/2016	07/01/2016		General Coordination Unit	MB Events - meetings	The purpose of the processing operation is the management of the Management Board meetings, including management of: lists and mailings-lists for contacts, invitations, participants, distribution of the lists, audio recording of speakers and participants, keeping minutes of the meeting, feedback on minutes, meeting follow-up, follow-up actions, news and publications.	Members/Observers of Management Board	Contact details	N/A	Propager	6 years	Management Board Secretariat Staff, Propager personnel, Participants to the meeting to whom the attendee list is to be distributed	None		
38	0001/2016	07/01/2016	16/06/2017	General Coordination Unit	Article 21 - public interest - Declaration of interest	To guarantee the commitment and the independence of the Management Board and Advisory group members in order to ensure the impartiality of the agency's decision making	Members/Observers of Management Board and Advisory Groups	Name, Surname, Position in the Board or in the Group, Signature, date and place	N/A	N/A	6 years after the discharge for the budgetary year to which the declaration relates.	eu-LISA Staff working in the Secretariat of the Management Board, eu-LISA Executive Director, general public	None		
37	0028/2015	25/02/2015		Security Unit	Video images of the common access spaces of the eu-LISA HQ premises in Strasbourg	To carry out a specific control which could allow the euLISA 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	10 days	Security Sector personnel and Securitas France representatives. 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 to eu-LISA e-mail system	Unique message identification number, email address of the sender, email address of the recipient, 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 than 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 members 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 grounds 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 benefiting 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		General Coordination Unit	List of participants for eu-LISA 2015 Annual Conference – "The Future tested: towards a SmartBorders Reality"	To contact the individual eu-LISA stakeholders, who register for the participation	eu-LISA stakeholders who participate at the Conference	Contact details	N/A	N/A	Data is retained for one year, till the next annual conference of eu-LISA	GCU staff, Conference participants	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	To contact the individual eu-LISA stakeholders, who register for the participation 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	None	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 additional 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	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 Parliament, 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 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 will be deleted	Administrators, Sponsors of the Groups (Application Manager, Management Board Secretariat), other members upon their consent for the purpose of collaboration.	None	No	
19	0010/2015	22/10/2015	Operations and Infrastructure Unit	Establishing a contact list for sTESTA	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 assignment 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 annual 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 n. 0013/2016	The purposes of processing the personal data as part of the eu-LISA ID badges process are security oriented 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 (login 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 justified 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	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 start 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 MSI#Base 2015_0082
9	0009/2014	12/12/2014	Internal Audit Service	Fraud Risk Identification and Assessment supporting the drafting of an Antifraud Strategy of the eu-LISA	For drafting of an Antifraud Strategy of the eu-LISA	eu-LISA staff members	Staff member's name, surname, category, position and role in the Financial Circuit of the eu-LISA: TA AD, TA AST, CA, SNE, interim ; place of work :TL,STR, BRU	N/A	N/A	2 years. Anonymised data will be retained for 5 years for statistical purpose.	Management Committee of the eu-LISA	None	No	
8	0008/2014	04/12/2014	Human Resources Unit	eu-LISA faces projects	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 screening 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 / Function/ 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
8	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 Interns who participate on the SON and who have access to the shared folder where the data is stored.	None	No
5	0005/2014	03/10/2014		DPO	Notification to the Data Protection Officer and Access to the Register	To implement the notification system to the DPO and to implement the register	Personal data of the controllers are processed and written in the notifications which are stored in the Register.	Identification data	N/A	N/A	5 years	DPO to all data of the notification. European Data Protection Supervisor (EDPS) and the supervision unit staff to all data of the notifications	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	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	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		Resources and Administration Department	Creating ECAS accounts for the eu-LISA Staff	Creating ECAS accounts for the eu-LISA staff	eu-LISA staff members (TA, CA) and SNEs	Identification data	N/A	European Commission	Only the most recent version of the table is kept on the file share. The backup is kept for 6 months.	European Commission	None	No