



Record ¹ of processing activities Regarding management of OLAF cases		
Nr	Item	Description
1	Reference number	DPO-66
2	Name of the data controller, the data protection officer and processor ² , if applicable and contact details	<p>The data controller is the EIT Director.</p> <p>Contact e-mail: eit-antifraud@eit.europa.eu</p> <p>Contact e-mail of the Data Protection Officer: EIT-DPO@eit.europa.eu</p>
3	Purposes of the processing	<p>The purpose of processing personal data is to facilitate the transmission of any information requested by OLAF in the selection phase and/or when conducting an internal administrative investigation.</p> <p>During the selection phase, OLAF analyses information received from the EIT or any other source whether it provides sufficient grounds for suspicion to open an investigation and decides to open or dismiss a case.</p> <p>Internal investigations are administrative investigations performed by OLAF within the EU institutions, bodies, offices and agencies for the purpose of detecting fraud, corruption and any other illegal activity affecting the financial interests of the EU, or serious matters relating to the</p>

¹ In line with article 31 of Regulation (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

² For more information., please see below (categories of data recipients).



		<p>discharge of professional duties of Members, officials or other servants of the EU institutions, bodies, offices and agencies, and liable to result in disciplinary or criminal proceedings.</p> <p>The EIT are obliged to cooperate with and supply information to OLAF, while ensuring the confidentiality of the internal investigation.</p> <p>The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data. In particular, the personal information of the candidates contained in their application are accessed, evaluated, stored and eventually destroyed.</p>
4	Categories of data subjects	The data subjects are persons concerned, whistleblowers, EIT staff members (TA, CA), seconded national experts, trainees, interim staff members and local agents contacted or interviewed in the context of the investigation.
5	Categories of the personal data processed	<p>The following types of personal data may be processed for the above-mentioned purposes in accordance with the Regulation:</p> <ul style="list-style-type: none"> • Identification data (name, surname, personal number) • Contact information (e-mail address, phone number); • Professional data: <ul style="list-style-type: none"> - Grade, function, and category; - Head of Unit, Line manager; - Recruitment (including the criminal record for Temporary and Contract staff, Seconded National Experts); - Contractual matters (including transfers); - Job description, objectives, training maps, language certificates; - Evaluation data (e.g. probationary report, appraisal reports); - Administrative career (e.g. documents relating to reclassification); - Entitlements and individual rights; - Social security and pension; - Diplomatic matters; - Termination of service;



		<ul style="list-style-type: none"> - Other relevant data (e.g. employment certificates, disciplinary matters, harassment procedures etc.). • Case involvement data. <p>Exceptionally in duly justified cases, sensitive data may be processed (such as data concerning health, sex, religion, etc) if necessary.</p>
6	Categories of data recipients	<p>Within the EIT:</p> <p>The data collected will only be disclosed to the absolute minimum of persons involved on a need-to-know basis.</p> <p>The personal data of the data subjects will be processed by the EIT Director and EIT Anti-Fraud Coordinator who will assess the facts reported in order to check whether there is a suspected irregularity of fraud and/or assist OLAF in providing information.</p> <p>The personal data may be processed by other staff member(s), in particular to Head(s) of Units and other advisory functions, who may be consulted in order to ensure the appropriate conduct of the investigation, and to EIT Governing Board member(s), if duly justified.</p> <p>The personal data processed by OLAF as an outcome of the investigation or internally within the EIT may be disclosed to the other staff member(s) and EIT Governing Board member(s) on a need to know basis and if duly justified.</p> <p>As to possible disciplinary aspects, the Anti-Fraud Coordinator will liaise with the Head of Administration Unit as responsible of the Human Resources section.</p> <p>Within the Commission and other EU institutions/bodies/agencies:</p> <p>For audit and investigation purposes or for implementation of OLAF recommendations following the closure of a case, the responsible staff of the following EU institutions may have access to relevant personal data: Court of Auditors, Internal Audit Service of the European</p>



		<p>Commission, European AntiFraud Office (OLAF), and Directorate-General Education and Culture (DG EAC), DG BUDGET, DG RTD (Research & Innovation), Commission Legal Services, if justified.</p> <p>European Anti-Fraud Office (OLAF) will process your personal data when conducting an internal investigation according to the Privacy Notice for internal investigations: https://anti-fraud.ec.europa.eu/system/files/2021-09/privacy_notice_internal_investigations_en.pdf.</p> <p>European Anti-Fraud Office (OLAF) will process your personal data at the selection phase according to the Privacy Notice for Selections: https://anti-fraud.ec.europa.eu/system/files/2021-09/privacy_notice_selections_en_0.pdf.</p> <p>Access to the personal data may be granted also to the European Ombudsman and the European Data Protection Supervisor upon request, the General Court and the European Court of Justice to the extent necessary for handling the review procedure and litigation.</p> <p>Exceptionally and if necessary, personal data may be disclosed to an external investigator (staff member from another EU Agency) within the context of an administrative inquiry (please consult the Privacy Statement regarding administrative inquiries and disciplinary proceedings).</p>
7	Time limit storage	<p>The EIT only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing:</p> <ul style="list-style-type: none"> - 5 years for files containing the documents provided to OLAF and any documents and correspondence with OLAF concerning a case which have not given rise to an OLAF investigation;³ - 15 years for files concerning OLAF cases, including all follow-up actions under the form of imposed sanctions and possible legal proceedings⁴.

³ Pursuant to point EIT. 3.1.10.1 of the Specific Retention List annexed (annex III) to EIT Decision No 35/2021 on the document management implementing rules at the EIT

⁴ Pursuant to point EIT. 3.1.10.2 of the Specific Retention List annexed (annex III) to EIT Decision No 35/2021 on the document management implementing rules at the EIT



		To know how long your personal data will be kept by OLAF, please consult OLAF's Privacy Notices: https://anti-fraud.ec.europa.eu/system/files/2021-09/privacy_notice_internal_investigations_en.pdf ; https://anti-fraud.ec.europa.eu/system/files/2021-09/privacy_notice_selections_en_0.pdf .
8	If applicable, transfers of personal data to a third country or to international organization (if yes, the identification of that third country or international organization and the documentation of suitable safeguards)	No
9	General description of the technical and organisational security measures	Technical and organisational measures: access to personal data is restricted to recipients specified above, in particular, all case related documents are stored in dedicated folders on Share Point with restricted access.
10	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Please see the privacy statement annexed to the record. Please consult the Data Protection page on the EIT's website: https://eit.europa.eu/who-we-are/legal-framework/data-protection

Signature of the data controller

(Approval is given via a workflow in ARES in place of a handwritten signature)

Annex: Privacy statement