

Record of processing activities on the administration and management of missions of the staff members at the European Institute of Innovation and Technology (EIT)		
Nr	Item	Description
1	Reference number	DPO - 30
2	Name of the data controller, the data protection officer and processor, if applicable and contact details	<p>The data controller is the Head of Services and Finance Unit.</p> <p>Contact e-mail: EIT-missions@eit.europa.eu</p> <p>The Data Protection Officer of the EIT can be contacted at: EIT-DPO@eit.europa.eu</p>
3	Purposes of the processing	<p>The purpose of processing personal data is the administration and management of missions.</p> <p>The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure, and destruction of personal data.</p> <p>The EIT uses two software applications to organise missions:</p> <ul style="list-style-type: none"> – The first one is a mission management software: until 30 June 2020, MIMA¹ was applied, then MIPS replaced it. – The other one is an online booking software (called NEO) of an external service provider² of the European Commission: available for the data subjects after 30 June 2020 (personal data of the data subjects have been stored in NEO since 1 April 2020).

¹ Access to MIMA will be completely closed at the end of 2021.

² Currently it is the Global Business Travel B.V.B.A (or “AMEX”).

4	Categories of data subjects	The data subjects are the temporary and contract agents of the EIT (in exceptional cases, interims and trainees may also go on mission, therefore their personal data are also processed to a limited extent).
5	Categories of the personal data processed	<p>The following types of personal data are processed for the above-mentioned purposes in accordance with the Regulation:</p> <ol style="list-style-type: none"> 1. By the EIT (data controller) and the Commission (PMO and DG DIGIT, as processor): <ol style="list-style-type: none"> a. Name, b. entity/unit, job ID, statutory link, login, c. office email address, d. office phone number, e. place of employment, f. place(s) of mission, g. expected times of departure and return to the place of employment, h. organiser and other participants of the meeting/event in which the data subject participates, i. means of transport used, j. name of hotel, k. bill(s) – (eventually including address of residence, name of the partner in case mission performer is not travelling alone), l. start and end times of professional commitments at the place of mission, m. bank account number, n. budget heading to which the mission will be charged, o. MIPS mission number and confirmation number generated at the time of signature of the mission order for approval by the authorising officer. 2. By Global Business Travel B.V.B.A (via NEO) as processor. Missions can be organised without the use of NEO as well which means that data subjects are not obliged to use it for the booking. For further information please see their privacy statement: https://privacy.amexgbt.com/statement <p>Furthermore, they process the mission number and the agency check number as well.</p>

6	Categories of data recipients	<p>Within the EIT:</p> <p>The personal data of the data subject is processed by the EIT authorised staff: currently the staff working in the Finance and Budget Section, the Head of Services and Finance Unit and the Head of Unit of the data subject.</p> <p>Access will be given to the Head of Internal Audit Capability³ of the EIT by request if necessary, for the performance of the duties of the Head of Internal Audit Capability.</p> <p>Within the Commission and other EU institutions/bodies/agencies:</p> <p>The authorised staff that may have access to relevant personal data for audit control or investigation purposes: Internal Audit Service of the European Commission, Pay Master Office (PMO) of the Commission (as processor), DG Digit of the Commission (as processor), the European Anti-Fraud Office (OLAF) and the European Court of Auditors.</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>Third parties subject to the GDPR and third parties not subject to the GDPR:</p> <p>As stated above, some of the data specified above may be disclosed to an external service provider (the Global Business Travel B.V.B.A).</p>
7	Time limit storage	<p>The personal data stored in MIMA will be deleted at latest at the <i>end of 2021</i>.</p> <p>The personal data stored in MIPS will be retained for the period indicated in the privacy statement of the Commission (<i>7 years</i>).</p> <p>Mission reports will be retained by the EIT for <i>5 years</i>.</p>

³ The Internal Auditor of the EIT.

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)	<p>Some of the data specified above may be disclosed to an external service provider (the Global Business Travel B.V.B.A). You can find their privacy statement here: https://privacy.amexgbt.com/statement</p> <p>The processor is a member of a company group, which may lead to the data transfer of the data subject to countries where the Regulation and the GDPR are not applicable. In such cases it must be guaranteed that the data of the data subjects are protected in accordance with the Regulation.</p> <p>The ICO (Information Commissioner`s Office), which is the Data Protection Authority of the United Kingdom accepted the binding corporate rules of the company group on data protection transfer which means that processor ensures an appropriate safeguard, according to Article 48 of the Regulation.</p> <p>You can find the European principles (binding corporate rules) here: https://www.americanexpress.com/uk/legal/european-implementing-principles.html</p>
10	General description of the technical and organisational security measures	<p>Organisational measures: access to personal data on the administration and management of missions is restricted to EIT staff mentioned in point 6.</p> <p>Technical measures: Electronic data is stored in MIPS and on the EIT network drive and are only accessible to the staff mentioned in the previous paragraph.</p>
11	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p>Please consult the Data Protection page on the EIT`s website:</p> <p>https://eit.europa.eu/who-we-are/legal-framework/data-protection</p>

Signature of the data controller (Approval is given via a workflow in ARES in place of a handwritten signature)

Annex: Privacy statement