



EUROPEAN COMMISSION
RESEARCH EXECUTIVE AGENCY

RECORD OF PERSONAL DATA PROCESSING ACTIVITY

In accordance with Article 31 of the Regulation (EU) 2018/1725 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 (Regulation), individuals whose personal data are processed by the Research Executive Agency (REA or Agency) in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing activities.

Record No: 42
Created on (date): 2 October 2019
Last update (date):

NAME OF THE PROCESSING ACTIVITY

REA staff survey in the context of internal control assessment (ICP 16)

1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION

1.1. Name and contact details of controller

The controller is the Research Executive Agency (REA). For organisational reasons, the role of the data controller is exercised by Mr Marc BELLENS, RMIC (Responsible for internal control and risk management) Head of Department C. The controller may be contacted via functional mailbox REA-RMIC@ec.europa.eu or via email Marc.Bellens@ec.europa.eu.

1.2. Name and contact details of the Data Protection Officer (DPO)

Ms Maria Francisca Brunet Company (REA-DATA-PROTECTION-OFFICER@ec.europa.eu).

1.3. Name and contact details of joint controller (where applicable)

N/A

1.4. Name and contact details of processor (where applicable)

DG DIGIT is processor in their role of manager of EU survey (DIGIT-EUSURVEY-SUPPORT@ec.europa.eu).

DH HR is processor for SYSPER (HR-MAILA3@ec.europa.eu).

1.5. Purpose of the processing

According to REA's internal control framework (Communication to the Commission from Commissioner Oettinger: Revision of the internal control framework C(2017) 2373 dated 19 April 2017) final related to Internal Control Principle 16, REA should assess the effectiveness of its internal control system at least once a year.

As part of this assessment, a survey to staff and to managers is carried out on an annual basis regarding selected internal control issues. There are two sets of questionnaires, one for staff and one for management. The survey is anonymous and no link will be made between the answers given and the identity of the participants. The methodology and participation is prepared by REA's sector responsible for internal control issues and decided by REA's Director. REA uses the survey results and comments made to analyse effectiveness of its internal control system. As a follow-up of the control activity the survey's outcome will be used to publish a report and to set up an action plan with implementing measures.

1.6. Legal basis for the processing

Financial Regulation Chapter 7 (Principle of sound financial management and performance), and in particular the article 36, point 3 alinea (g).

Communication to the Commission from Commissioner Oettinger: Revision of the internal control framework C(2017) 2373, 19. April 2017) final.

REA's internal control framework (a transposition of the above EC Communication)

1.7. Categories of data subjects

All current statutory staff of the Agency (Contract agents and Temporary agents, seconded staff included).

1.8. Categories of personal data

In order to prepare the survey, two representative random samples were taken from SYSPER. The random samples were used to set up a list with names of managers and one of staff that will participate to the survey. For the sampling process, the following data was used from SYSPER:

- *Name, surname*
- *Professional email*
- *Job family (administrative, financial, legal, project management etc.)*
- *Function (manager or not)*
- *REA entity (unit)*

In the EU survey, no data is collected. The participants are contacted by DIGIT, via an automated notification from the EU Survey tool.

1.9. Retention time (time limit for keeping the personal data)

For the purpose of the current process, the personal data mentioned under point 1.8 is kept for the time to conclude the exercise (survey, analysis and adoption of the outcome), which means approximately 3 months from the launch of the survey.

1.10. Recipients of the data

Who will have access to the data within the Agency?

- Staff members from Sector C0.1 as survey administrators.

Who will have access to the data outside the Agency?

- Staff in DG DIGIT for running the survey via EU Survey IT tool.

1.11. Transfers of personal data to third countries or international organisations

Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

No

1.12. High-level description of security measures

REA staff data is taken from SYSPER, which is a corporate IT tool and protected by a relevant Commission policy.

1.13. Data Protection Notice

The REA Data Protection Notice (DPN) relevant to this data processing activity is available on the REA Intranet (Section "Data Protection").