



EMA/513791/2019

Record of data processing activity relating to first aid records (public)

1.	Last update of this record, version number:	31 December 2019, version 1
2.	Reference number:	DED3
3.	Name and contact details of controller:	European Medicines Agency Internally: Deputy Executive Director DEDdataprotection@ema.europa.eu
4.	Name and contact details of DPO:	dataprotection@ema.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Purpose of the processing	The applicable Health and Safety legislation require keeping first aid records. The attending first aider completes a first aid form. This form is signed by the person who has been treated, and by a witness if appropriate. This signed form is sent as a hard copy in the internal mail that is filed in a confidential filing cabinet and another copy is sent electronically to the First Aid Coordinator for confidential filing in EMA secure system.
8.	Description of categories of persons whose data EMA processes and list of data categories	The following categories of data subjects are subject to this processing operation: <ul style="list-style-type: none">• Temporary Agents• Contract Agents• Seconded National Experts• Trainees• Interims• Contractors on-site

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		<ul style="list-style-type: none"> • Delegates • Visitors on site <p>The following categories of personal data are collected for this processing operation:</p> <ul style="list-style-type: none"> • First name of the patient • Surname of the patient • Division/department of the patient • Name of line manager of the patient • Name of the individual administering the first aid • Symptoms of the patient • Treatment details of the patient
9.	Time limit for keeping the data	<p>There is a 3-year retention period</p> <p>First aid records (hard copy) are removed from filing cabinet and destroyed.</p> <p>First aid records (electronic) are removed from the system.</p>
10.	Recipients of the data	EMA staff within SMS service responsible for processing the first aid records.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	<p>The Agency has appropriate technical and organisational measures in place, including organisational policies, to safeguard the security of personal data and ensure the confidentiality, integrity and availability of the relevant systems, services and the personal data processed within them. In particular,</p> <ul style="list-style-type: none"> • Paper copies are stored in locked cabinets. Only the Health and Safety team has access to them. • Documentation is stored electronically on a secure network in an electronic records management system, and the request is logged in an internal database. Passwords are required to access both systems. • First aid records are not accessible to the public.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Details concerning the processing of your personal data are available on the Agency's website at: https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement, where you may find the EMA General Privacy Statement as well as the privacy statements on specific data processing operations.</p>