



EMA/564581/2019

Record of data processing activity relating to the Non-EU Social security scheme (public)

1.	Last update of this record, version number:	31 December 2019, version 1
2.	Reference number:	A5
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of Administration and Corporate Management Division datacontroller.administration@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	Processing of personal data of Staff Members is necessary to process social security contributions to the national scheme and calculations establishing the amounts to be paid.
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 and Contract Agents The following categories of personal data are collected for this processing operation: <ul style="list-style-type: none">• Basic personal information about the staff member, i.e. surname, first name, date of birth, gender; personal identification numbers for the national social security scheme,• Amount to be paid,



		<ul style="list-style-type: none"> • Name of the social security scheme, • Reason for payment <p>The above personal data is collected directly from the individual it relates to and not by third parties.</p>
9.	Time limit for keeping the data	Paper versions are deleted after staff member is deceased and pension payments to dependents end.
10.	Recipients of the data	<p>Organisational entity at EMA responsible for social contributions to national schemes.</p> <p>EMA Verifying Officer</p> <p>EMA Authorising officer</p> <p>Court of Auditors</p> <p>According to Article 26 of the Staff Regulations the personal file shall be forwarded to the Court of Justice of the European Union if an action concerning the staff member is brought.</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Not applicable
12.	General description of security measures, where possible.	<p>The Agency has appropriate technical and organisational measures in place 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. Keys kept in safe and the code of safe is only available to Personnel Staff; • Electronic copies can be accessed only through PC password; • According to Article 6 of the Staff Regulations the personal file is kept confidential and consulted only in the offices of the administration or on a secure electronic medium.
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>