



4 January 2021
EMA/2681/2021

Records of data processing activity for the handling the contribution towards commuting costs (public)

1.	Last update of this record, version number:	11 January 2021, version 1
2.	Reference number:	A34
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	We use the personal data to establish an accurate, timely and effective processing of the contribution towards the daily commuting costs from your residence in the Netherlands to EMA's office location in Amsterdam.
8.	Description of categories of persons whose data EMA processes and list of data categories	Temporary and Contract Agents staff members in active employment In this processing operation we process personal data directly collected from you when you declare your home address in line with Art. 20 of the Staff Regulations and personal data generated when you pass through the Security Access Control System. Such data may include the following: <ul style="list-style-type: none">• Basic personal information about the staff member, e.g. surname, first name;

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		<ul style="list-style-type: none"> Recorded home address in the SAP HR database provided by the staff member: e.g. street, postcode, town and country. Information obtained from the Security Access Control System of EMA's premises in Amsterdam: e.g. list of dates when the staff member accessed the building during the period concerned (including dates on weekends or EMA holidays). For the purpose of the final payment into the staff member's bank account, bank account details and the calculated amount transferred into it.
9.	Time limit for keeping the data	Personal data are kept for five years from the date of the budget discharge (which is the date of the European Parliament's final approval of the budget implementation for the concerned year). The personal data will be therefore deleted no later than within 8 years after the payment has been made.
10.	Recipients of the data	<p>Personal data processed during this activity will be processed internally by staff within the EMA Division responsible for the security of the building as well as by staff within the EMA Division responsible for the processing of salaries, grants and allowances, EMA Verifying Officer, EMA Authorising officer and EMA Accounts payable (the latter only restricted to amount paid and name of staff member).</p> <p>We may share your personal data if requested on a need-to-know basis and for legitimate purpose:</p> <ul style="list-style-type: none"> Court of Auditors Court or other law enforcement agencies
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, 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. Keys kept in safe and the code of safe is only available to Personnel Staff; Electronic copies can be accessed only through PC password.
13.	For more information, including how to exercise	The privacy statement is shared with staff members on the Agency's intranet.

	your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	
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