

## EMCDDA Personal Data Protection Record on Leave, absences and teleworking

Nr.	Item	
<b>Header - versioning and reference numbers (recommendation: publicly available)</b>		
1.	Last update of this record	25 May 2019
2.	Reference number:	DPO-019
<b>Part 1 - Article 31 Record (recommendation: publicly available)</b>		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Mr Dante Storti Head of ADM unit <a href="mailto:EMCDDA-HR@emcdda.europa.eu">EMCDDA-HR@emcdda.europa.eu</a>
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	N.A.
6.	Name and contact details of processor (where applicable)	N.A.
7.	Purpose of the processing	The purpose of the processing is exclusively, within personnel administration, the Certification procedure of EMCDDA officials
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	<p>The categories of personal data dealt with during any call for this EMCDDA record are the following:</p> <p>The categories of personal data dealt with in this exercise are the name, personnel number, working time, annual leave and special leave, including maternity leave, parental leave, part-time work, registration of absences due to mission, sick leave and compensation</p> <ul style="list-style-type: none"> <li>• Information provided by the applicant N.A.</li> <li>• Other personal data N.A</li> </ul>
9.	Time limit for keeping the data	<p>Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows:</p> <p>In the case of carry-over of days of annual leave from one year to the next, data will be kept not beyond the year after the one of the carry over. Data related to sick leave and teleworking will be kept for a period of three years. Data related to some special categories of special leave (i.e. family, maternity or parental leave) will be kept up to seven years after the budgetary discharge. All working time related data will be deleted once a year in correspondence with the end of the month of January of the following year. Flexitime related data of staff members whose employment relationship with the EMCDDA comes to an end will be immediately deleted.</p>

		After the mentioned period only data related to a macroscopic vision of the time management of staff (number of days of absences from work, total number of sick leave days taken, etc.) will be kept for statistical reasons and will be kept anonymous.
10.	Recipients of the data	<p>The recipients of the data are: The recipients of the data are: the hierarchical superior for approval and the Human Resources staff. The hierarchical superior can appoint a delegate for approving requests for short periods of time.</p> <p>All certificates containing medical data to be provided in connection with leave requests shall be submitted directly to the authorised person in the Human Resources Management Sector and will be processed in strict confidentiality and exclusively for the purpose for which they were submitted. The medical certificates are then stored in a locked safe in the EMCDDA medical officer's cabinet. The hierarchical superiors will in no case have access to the medical data. In the case of need of a medical advice, medical data may be transferred to the external company doctor assisting the EMCDDA on medical issues. Only in the case of transfer to another European institution, the relevant information on the rights and entitlements of the staff concerned will be transmitted to the institution concerned.</p>
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 data collected is stored in an electronic database on designated EMCDDA equipment. YES</p> <p>The data collected can only be accessed by designated EMCDDA staff working for the Human Resources Management Sector. The data is stored in the Human Resources Management Sector's offices in locked cabinets.</p> <p>The management of leave and absences of the EMCDDA staff is done through the web application 'EMCDDA Time Management Tool'. This tool with all its components are exclusively installed on EMCDDA servers in the EMCDDA internal network, and can only be accessed by authenticated users that are EMCDDA staff members, and only with the access rights according to their role in the organisation, which are set one by one by the HR personnel responsible</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<a href="http://home.emcdda.europa.eu/html.cfm/index71467EN.html">http://home.emcdda.europa.eu/html.cfm/index71467EN.html</a>

