



Record of data processing activity in the context of EASO COVID-19 vaccination campaign in Malta

Last Update of the record	10 th March 2021
Reference number	2021/33
Data controller	Head of EASO's Executive Office Contact: covid.vaccine@easo.europa.eu
Joint controller (if applicable)	N/A
Data Processor (if applicable)	Contractor – medical service provider (name not available at this time).
Data Protection Officer	dpo@easo.europa.eu
Name of processing activity	List of EASO staff and their dependent family members residing in Malta (including the forms filled in by each staff member and their dependant family members), within the meaning of the relevant provisions of the Staff Regulations and the CEOS, to be sent to the Maltese National Health Authorities with a view of scheduling these staff members for vaccination against COVID-19. Relevant personal data may also be shared with the medical service provider envisaged to administer the COVID-19 vaccinations.
Purpose of processing	The purpose of establishing this list (including the forms filled in by each staff member and their dependant family members) and making it available to the Maltese Health Authorities is to allow for the EASO staff and their dependent family members residing in Malta to be scheduled by the MT national health authorities for vaccination against COVID-19. This is done in response to the request of the Maltese national health authorities, in an effort to ensure business continuity in EASO as well as in order to fulfil EASO's obligation to ensure the wellbeing of its staff members.
Data categories	The categories of data included in the form provided by the Maltese authorities: Name, Surname, Date of Birth, Residence Document Number/Passport Number/ID Card Number, Nationality/Citizenship, Medical Conditions (if any – as deemed relevant for the COVID-19 vaccination campaign, for assessment by the Maltese health authorities), address, email address, telephone number and signature .
Description of categories of persons	EASO staff members and their dependent family members (children 16 years of age and over) residing in Malta.

Time limit for keeping the data	The data will be stored for as long as required for the purpose and within the context of distributing the forms and list to the national health authorities and have both doses of the vaccine administered to staff members.
Recipients of the data	<p>The Maltese Ministry of Foreign and European Affairs (MFEA) as the recipient of the list and the forms filled in by EASO staff.</p> <p>The Maltese Ministry of Health (MH) will receive from the MFEA the forms filled in by EASO staff and the list. The MH will prioritize persons who are considered vulnerable due to medical conditions or age and they will be included in the list of persons for immediate vaccination in MH off-site clinics.</p> <p>Contractor assigned by EASO to administer the vaccines to all EASO staff and their family members.</p>
Transfer to third countries or international organisations	N/A
General description of security measures	Personal data will be processed in compliance with all the appropriate technical and organisational measures set to protect personal data against accidental or unlawful destruction, accidental loss or unauthorised disclosure, alteration and access or any other unauthorised form of processing.
How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)	<p>Via e-mail to the data controller: covid.vaccine@easo.europa.eu</p> <p>Further information on the processing of your personal data is made available on the Agency's website at: https://www.easo.europa.eu/legal The link above includes EASO's General Privacy Statement as well as the privacy statements on specific data processing operations.</p>