



## DATA PROTECTION NOTICE HR management system (Sysper)

### 1. Introduction

The European Union Agency for Asylum (hereinafter ‘the EUAA’ or ‘the Agency’) is committed to protecting your privacy. The EUAA collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#)<sup>1</sup> (hereinafter ‘the EUDPR’).

This Data Protection Notice explains *inter alia* the reasons for the processing of your personal data, the way we collect, handle, and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, as well as of the Data Protection Officer (DPO) and the European Data Protection Supervisor (EDPS).

### 2. Why and how do we process your personal data?

Sysper is an integrated information system for the management of human resources in the European Commission and other EU institutions and agencies.

Below is a non-exhaustive list of the more significant purposes for the processing of your personal data:

- To support and facilitate the management of EUAA personnel, i.e. statutory staff, Seconded National Experts (SNEs) and trainees, in relation to, *inter alia*, absences, career, onboarding, reclassification and mobility.
- To collect private contact details of EUAA personnel and make them available at corporate level for Business Continuity Management purposes, i.e. to prepare (exercises) and respond to crises and operational disruptions affecting the normal functioning of the Agency.
- To allow the Human Resources Unit (HRU) to contact punctually EUAA personnel (or their family) for administrative and / or urgent reasons. Such contact may be required in the interests of the service or to inform staff of a situation which could impact upon their ability to carry out their assigned tasks.
- To authenticate some activities of EUAA personnel such as remote access to Agency files or switching the professional line to the private line in case of telework.
- To share with the national authorities of the (hosting) Member States personal data related to EUAA personnel upon request in line with Protocol (No 7) on the privileges and immunities of the European Union<sup>2</sup> (PPI) or other legal bases.
- Any other administrative work-life related purposes.

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<sup>1</sup>. Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 295, 21.11.2018, p. 39-98.

<sup>2</sup>. Consolidated version of the Treaty on the Functioning of the European Union, PROTOCOLS, Protocol (No 7) on the privileges and immunities of the European Union, OJ C 326, 26.10.2012, p. 266–272.





Furthermore, personal data is processed for the following purposes, summarised by module:

1. Identity Management module: 'Identity Management' (COMREF/RETO), using personal identification number to match a person with other identification data like name, surname, gender, data of birth etc.;
2. Organisation Management modules: 'Organisation Chart' and 'Job Quota Management' (assigning persons to jobs within organisational entities and their activities; assigning roles, access rights and actors);
3. Personal Data Management modules: 'Employee Personal Data' and 'Address Declaration';
4. Talent Management modules: 'Career Management', 'Basic Job Description' and 'Vacancy';
5. Time Management modules: basic 'Time Management', including basic work patterns, leave rights, absences<sup>3</sup>;
6. Document Management module: 'Generation of Certificates' (i.e. tax, employment, etc.)<sup>4</sup>.

Personal information in Sysper may be further processed in other EUAA systems (e.g. EUAA Active Directory, Mission Management Tool, Recruitment Tool and Corporate Planning Tool) for purposes other than but compatible with those identified above.

### **3. On what legal ground(s) do we process your personal data?**

The processing of your personal data is necessary, in line with Article 5(1) points (a) and (b) of the EUDPR for the performance of a task carried out in the public interest or in the exercise of official authority vested in the EUAA and for the compliance with a legal obligation to which EUAA is subject.

Further processing, for example for statistical purposes, may also be possible in line with Article 4(1) point (d) and Article 6 of the EUDPR.

The legal bases for the processing are the following ones:

- Article 60 of Regulation (EU) 2021/2303<sup>5</sup> (hereinafter 'the [EUAA Regulation](#)');
- Staff Regulations (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68<sup>6</sup>;
- Service Level Agreement between the Services of the European Commission and the Agency (hereinafter 'SLA') signed on 17 December 2017<sup>7</sup>.

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<sup>3</sup>. The Time Management modules are not in place yet.

<sup>4</sup>. The Document Management module is not in place yet.

<sup>5</sup>. Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010, OJ L 468, 30.12.2021, p. 1-54.

<sup>6</sup>. OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 (OJ L 287, 29.10.2013 p. 15).

<sup>7</sup>. As amended on 21 December 2018.



#### 4. Which personal data do we collect and further process?

In order to carry out this processing operation the HRU collects these categories of personal data:

For the ordinary administration of the Agency's personnel:

- First name and surname;
- Private home address;
- Private home phone number;
- Private mobile number, if any;
- Service mobile phone, if any;
- Private e-mail address, if any.

In order to share with the national authorities of the (hosting) Member States personal data related to EUAA personnel upon request in line with Protocol (No 7) on the privileges and immunities of the European Union<sup>8</sup> (PPI) or other legal bases:

- First name and surname;
- Civil status;
- Date of birth;
- Nationality;
- Date of move to the workplace;
- Full private home address.

The following (categories of) personal data related to EUAA statutory staff (Temporary Agents and Contract Agents), SNEs and trainees may be processed:

- Personal identification number ('perid'), first name, surname, personnel number;
- Individual work-related data (date of entry into service, number of days in active service, resignation, termination of the contract, transfer, retirement, job number, roles, access rights (for HR) and hierarchy relationship);
- Personal data related to the establishment of individual rights (seniority in the grade, contract type, salary, family status);
- Personal data related to the knowledge of languages and certificates;
- Personal data related to the time management and attendance.

The following (categories of) personal data related to family members of members of statutory staff (e.g. spouses, children etc.), in case of requests for specific allowances to be granted, may be processed:

- Personal identification number ('perid'), first name and surname.
- Personal data related to the nature of the relationship between statutory staff and family members.
- Personal data related to the establishment of individual rights of staff members.

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<sup>8</sup>. Consolidated version of the Treaty on the Functioning of the European Union, PROTOCOLS, Protocol (No 7) on the privileges and immunities of the European Union, OJ C 326, 26.10.2012, p. 266–272.



## 5. How long do we keep your personal data?

EUAA HRU only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing of personal data, namely until 8 years after the extinction of all the rights.

Personal identification number (perID) is kept for 8 years after the extinction of all rights of the person concerned and of any dependents and for at least 100 years after the recruitment of the person.

Information on roles, access rights, organisational entity and activities according to the European Commission's priorities are kept for each assignment during the active career.

Logs of actions performed in the system are kept for 10 years.

## 6. Who has access to your personal data and to whom is it disclosed?

The following (categories of) recipients may have access to your personal data:

- Personnel in HRU of the EUAA responsible for the management of specific HR processes;
- Members of management (line managers);
- Members of EUAA bodies/entities concerned with HR management and any other individuals formally vested with HR management tasks;
- HR staff responsible for administrating SYSPER in DG HR as well as developers and helpdesk in DG DIGIT who need this data to solve bugs, to test new developments or for user research and usability tests;
- EUAA statutory staff, SNEs and trainees having access to the tool but only in respect to their own information and other personal data contained in the EUAA organisational chart, i.e., names, surnames and job titles.
- Authorised IT personnel in EUAA, DG DIGIT, DG HR and PMO;
- Investigative and/or audit bodies such as the European Anti-Fraud Office (OLAF), the Internal Audit Service (IAS) and the European Court of Auditors (ECA).

## 7. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) in Sysper are stored on the servers of the European Commission. All processing operations are carried out pursuant to Article 33 of the EUDPR, the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission<sup>9</sup> and the Commission Decision C(2017)8841 of 13 December 2017 laying down implementing rules for Articles 3, 5, 7, 8, 9, 10, 11, 12, 14, 15 of Decision 2017/46 on the security of communication and information systems in the Commission.

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<sup>9</sup>. OJ L 6, 11.1.2017, p. 40-51.



In order to protect your personal data, the Commission has put in place a number of technical and organisational measures.

- Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed.
- Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

**8. Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?**

This processing activity does not entail any transfers of personal data to third countries or international organisations (outside the EU/EEA).

**9. Does this processing involve automated decision-making, including profiling?**

This processing activity does not involve automated decision-making, including profiling.

**10. What are your rights and how can you exercise them?**

According to the EUDPR, you are entitled to access your personal data and to rectify it in case the data is inaccurate or incomplete. If your personal data is no longer needed by the EUAA or if the processing operation is unlawful, you have the right to erase your data. Under certain circumstances, such as if you contest the accuracy of the processed data or if you are not sure if your data is lawfully processed, you may ask the Data Controller to restrict the data processing. You may also object, on compelling legitimate grounds, to the processing of data relating to you. Additionally, you have the right to data portability which allows you to obtain the data that the Data Controller holds on you and to transfer it from one Data Controller to another. Where relevant and technically feasible, the EUAA will do this work for you.

Should you require further information regarding the processing of your personal data, or should you wish to exercise any of the above-mentioned rights, you may contact the Data Controller, i.e. the Head of the HRU, by sending an e-mail to: [hru.datacontroller@euaa.europa.eu](mailto:hru.datacontroller@euaa.europa.eu).

You may always submit queries, remarks or complaints relating to the processing of your personal data to the Data Protection Officer (DPO) of the EUAA by using the following e-mail address: [dpo@euaa.europa.eu](mailto:dpo@euaa.europa.eu).

In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS) by using the following e-mail address: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).