

Processing	N° / REF	Direction responsable de la mise en œuvre du traitement	Date de renseignement de la fiche	Service chargé de la mise en oeuvre du traitement	Responsable du service en charge du traitement	Purpose of the processing
COMPASS - staff evaluation	3	HR, FINANCE & GENERAL SERVICES (SG1)	05/06/13	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Initiate the annual round of evaluations in accordance with Article 43 of the Staff Regulations and Articles 15 and 87 of the Conditions of Employment of Other Servants (CEOS).
Annual promotions procedure	4	HR, FINANCE & GENERAL SERVICES (SG1)	14/03/07	HUMAN RESOURCES SERVICES (RHS)	SECRETARY GENERAL	Help decide which members of staff should be promoted.
Training database	9	HR, FINANCE & GENERAL SERVICES (SG1)	16/10/06	PROFESSIONAL TRAINING (FPR)	DIRECTOR	Collection of data about the training courses that the Training unit organizes and the Court staff participates in. The Training Unit does not process personal data falling under Article 27.
Annual appeals procedure	10	HR, FINANCE & GENERAL SERVICES (SG1)	14/03/07	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Help decide how to rule on appeals against a staff report. A notification for prior checking will be sent to the EDPS.
Notifications to DPO, creation of and access to the Register	15	DATA PROTECTION OFFICER (DPO)	12/10/06	DATA PROTECTION (DPO)	DPO	The Register of the Data Protection Officer (DPO) is the ECA's central register of all operations, in all directorates and departments, to process the personal data of staff. Controllers record their notifications to the DPO on the processing of personal data in the Register. A workflow system is used to support the preparation of notifications. The personal data of participants in the notification process also need to be processed so that they can be identified and confirmed in their role. All notifications, including the names and contact data of controllers, can be accessed by all staff through the Register. Access to the NDPO&R information system is restricted to registered users with a defined role in the notification process. On accessing the Register, any person can send the relevant controller an electronic request message for a given notification. Where a prior-advice request is sent to the DPO and the EDPS, the DPO keeps a copy of the prior-advice notification and the notification sent back to the requester with recommendations.
Flexitime management and control system	30	HR, FINANCE & GENERAL SERVICES (SG1)	19/02/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>Flexitime processing operations:</p> <ul style="list-style-type: none"> - Automatic records of the clocking-in and clocking-out of ECA staff - Automatic records of authorised absences: leave, missions, other absences (batch interface) - Training department records of absence for training - Manual corrections and amendments by the flexitime administrators - Consultation and correction by staff of their timesheets and related operations - Consultation by managers of their teams' timesheets - Monthly retrieval of paid overtime for managers to validate and authorise payment - Retrieval of overall statistics for management and evaluation of the system - Retrieval/print-out of individual clocking records at the request of the Director of Human Resources
Management of staff business travel (including travel agencies, travel companies, hotels, bank cards, etc.)	36	HR, FINANCE & GENERAL SERVICES (SG1)	23/04/07	MISSIONS OFFICE (MIS)	DIRECTOR	<p>This process consists of four stages:</p> <p>Stage (1) Mission order is prepared and signed, then sent to the Missions Office;</p> <p>Stage (2) Tickets (plane, train, etc.), hotels, hire cars and other travel agency services are reserved by the person responsible for the mission, ordered and delivered (usually electronically), and paid for by the Missions Office;</p> <p>Stage (3) Person responsible for the mission may use one or more credit cards (personal or professional) to pay mission costs;</p> <p>Stage (4) Declaration of expenditure is sent to the ex-ante cell and Accounts so that mission costs can be reimbursed.</p>
Statement of assurance (DAS)	38	CHAMBER II	19/04/07	CHAMBER II	MEMBER	<ul style="list-style-type: none"> - Selection of beneficiaries - Verification of declarations and eligibility criteria
Protecting people working at the ECA from harassment	43	HR, FINANCE & GENERAL SERVICES (SG1)	07/10/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Formal and informal procedures exist to deal with complaints of harassment and reports to the Secretary-General. Issues are resolved through mediation or through an investigation which may lead to disciplinary action and/or referral to the courts.
Poor performance owing to professional incompetence	44	HR, FINANCE & GENERAL SERVICES (SG1)	07/10/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Draw up rules for dealing with professional incompetence in accordance with Article 51 of the Staff Regulations.
Attestation procedure	45	HR, FINANCE & GENERAL SERVICES (SG1)	17/09/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	See Court Decision No 50-2006 on the rules for implementing the attestation procedure. The procedure concerns the selection of AST officials for promotion without restriction. (see prior check 2006-422)
Certification procedure	46	HR, FINANCE & GENERAL SERVICES (SG1)	16/09/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Select AST officials from grade 5, in accordance with Article 45a of the Staff Regulations, to qualify for appointment to an AD post. (see prior check 2006-109)
Double child allowance	48	HR, FINANCE & GENERAL SERVICES (SG1)	28/08/07	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Obtain the Medical Officer's opinion, based on medical records, on the award of twice the allowance for a dependent child. (see prior check 2005-68)
Internal administrative enquiries and disciplinary proceedings	49	HR, FINANCE & GENERAL SERVICES (SG1)	07/10/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	See Article 51 SR. EDPS opinion following prior checks.
Invalidity Committee	50	HR, FINANCE & GENERAL SERVICES (SG1)	28/08/07	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Obtain conclusions from the Invalidity Committee regarding whether a member of staff should be granted an invalidity allowance or should return to work. The amount of the allowance depends on what caused the invalidity. (see prior check 2005-119)

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Internal audit process (risk analysis, programming, planning, tests, drafting of reports)	54	DIRECTORY OF THE PRESIDENCE (DOP)	15/09/08	INTERNAL AUDITOR (IAS)	INTERNAL AUDITOR (IAS)	Internal audit activity at the ECA.
Video surveillance	55	HR, FINANCE & GENERAL SERVICES (SG1)	25/04/07	SECURITY & SAFETY SERVICE (SSS)	PHYSICAL SECURITY OFFICER	The video surveillance system in ECA buildings should only be used for the protection of people and property and for other objectives in the institution's public interest.
Survey on the professional qualifications of ECA staff	60	HR, FINANCE & GENERAL SERVICES (SG1)	07/06/07	PROFESSIONAL TRAINING (FPR)	DIRECTOR	Collect data on the professional qualifications of ECA staff in the fields of internal, external and IT audit. The Training department does not process personal data falling under Article 27.
Reliability of SPS IACS controls and inspections in EU-15	66	EX CH	19/07/07	EX CH	MEMBER	Audit if the payments have been carried out correctly within the SPS/IAS system
Management of doctors' certificates	71	HR, FINANCE & GENERAL SERVICES (SG1)	01/07/09	MEDICAL SERVICE (MED)	MEDICAL OFFICER	Absences for illness must be managed by analogy with the Commission decision introducing implementing provisions on absences as a result of sickness or accident. Where appropriate, cases should be referred to the Invalidity Committee. Articles 59 and 60 SR and Articles 16, 59, 60 and 91 CEOS.
Lifts and stairwells	73	HR, FINANCE & GENERAL SERVICES (SG1)	24/09/07	SECURITY & SAFETY SERVICE (SSS)	PHYSICAL SECURITY OFFICER	Restrictions on access to buildings, lifts and internal stairwells. Access depends on status and is based on the use of staff cards (also used to record the presence of staff in the buildings).
Audit of salaries, allowances and pensions of staff employed (or formerly employed) by EU institutions	75	EX CH	28/09/07	EX CH	MEMBER	Audit of documents giving evidence of grade/step and entitlement to allowances, e.g. latest decision on promotion, marriage certificate, schooling certificates. These documents are sought from the employer institution. Audit findings are communicated to the same institution. Data falling under Art. 27 are not processed.
Audit of management procedures (recruitment, promotion, etc.) and payments (salaries, allowances) to staff employed by agencies	83	CHAMBER IV	17/10/2007 09/03/2012	CHAMBER IV	MEMBER	Data are processed to verify that payments made to staff employed by agencies are legal and correct and based on legal procurement and recruitment procedures and administrative classification.
Eye checks	87	HR, FINANCE & GENERAL SERVICES (SG1)	10/09/08	MEDICAL SERVICE (MED)	MEDICAL OFFICER	Eye checks (every two years): management of appointments and reimbursement of glasses for use of a computer screen
Statement of assurance (DAS)	90	CHAMBER II	12/08/08	CHAMBER II	MEMBER	Financial audit for the Statement of Assurance - Déclaration d'assurance DAS for ERDF, transport and Energy.
Unicenter Service Desk tool	95	INFORMATION, WORKPLACE & INNOV (SG2)	30/05/08	IT	DIRECTOR	A knowledge base recording all incidents reported to the Service Desk, with details of how they are addressed and resolved.
E-mail system	97	INFORMATION, WORKPLACE & INNOV (SG2)	21/07/08	IT	DIRECTOR	Internal and external e-mails, including the storage of drafts and messages sent and received. E-mail databases are replicated in a webmail system. Each user has an individual e-mail address and database in which their mails are stored. That address is formed of the user's first name and surname. Within the ECA, the address also includes the department in which the user works (Chamber or Directorate of the Secretariat-General). For mails going outside the ECA, the address includes the domain name 'eca.europa.eu'. The ECA address book also gives each user's telephone and fax number, office number and department. The data are used in three ways: 1) to find the correct recipient and make it possible to reply. 2) in two address books - official and private. The official ECA address book is stored in the system and can be used to find an internal telephone number, for instance. Each user also has a private address book, stored in their mail database, which they can use to record other users' contact details. The institutions have agreed to share their electronic address books containing staff e-mail addresses, names, telephone numbers and office numbers. This is done by storing the official address book on the welcome page of the e-mail system. 3) The body of an e-mail may also contain personal data, which will then be stored in the recipient's individual database.
Oracle logging	100	INFORMATION, WORKPLACE & INNOV (SG2)	19/06/08	IT	DIRECTOR	The Oracle operating system automatically logs all events. Most logs do not contain any personal data. However, data are recorded in logs used for intrusion detection and the generation of statistics of use.
Telephone exchange	101	INFORMATION, WORKPLACE & INNOV (SG2)	08/04/08	IT	DIRECTOR	Telephone exchanges function by attaching each telephone number to a person or function/location, e.g. helpdesk or meeting room. The numbers can be looked up in a directory. The ECA's telephone exchange features the option of using a PIN to distinguish between private and official calls. Telephones also display the number called/calling and the person/function/location attached to that number.
Statement of Assurance (DAS)	114	CHAMBER II	04/04/08	CHAMBER II	MEMBER	In the execution of the DAS transactions for Structural actions and more specifically for the Social fund, personal data is audited in order to verify the requirements of the Regulations. This can take the form of collecting, consulting and/or storage of personal data.

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Audit of the Banking Measures in the Mediterranean Countries (MEDA)	115	EX CH	01/02/08	EX CH	MEMBER	Audit of the Banking Measures in the Mediterranean Countries (MEDA)
Audit of the ECSC i.L. - Loans to officials	116	EX CH	01/02/08	EX CH	MEMBER	Audit of the ECSC i.L. - Loans to officials
Programmes for deprived persons	121	EX CH	25/03/08	EX CH	MEMBER	Traitement des données des principales entités intervenantes de cette aide communautaire soit comme gestionnaires à titre principal ou délégué soit comme bénéficiaires.
Titre de légitimation (ID card for Luxembourg residents)	122	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Processing is needed to register staff and their families in Luxembourg. NB: only for staff residing or intending to reside in Luxembourg. Processing occurs when staff are required to complete an official form issued by the Ministry of Foreign Affairs (arrival, change of address, change of status, new or replacement ID, cancellation of ID, cessation of duties) for themselves and the members of their family. The form is countersigned by the Head of the Welcome Office and sent, with a covering letter, to the Ministry of Foreign Affairs, the local authorities in the place of residence and the national records office. Staff receive a copy for their own files.
Laissez-passer	123	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	The Appointing Authority issues this travel document to staff in AD 12 and higher on request. It guarantees free movement to EU staff and obliges the Member States to offer assistance.
Family laissez-passer	124	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Subject to certain conditions, the family of ECA staff may be issued individual laissez-passer photocards granting them free movement (without reporting to Reception) in the ECA and some other institutions to visit a member of staff or attend a language course or the Medical Service. Access is also granted to the Parliament supermarket. The following information is given on the photocard: full name of the family member, full name of the member of staff validity period.
VAT exemption (vehicles and other goods)	125	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Staff entitled to the VAT exemption on a private vehicle or other goods have to fill out several forms on which they give their full name and home address, as well as details of the items purchased, and to which they attach invoices or order forms. For the first purchase of a vehicle, a copy of the driving licence must also be attached. The Welcome Office adds further details on another sheet of paper: full name, birth date and home address of the applicant and his/her spouse, and contract dates (type of contract, probationary period, establishment as an official).
Diplomatic ID card	126	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Processing is needed to register ECA Members and their families in Luxembourg. NB: only for persons residing or intending to reside in Luxembourg. Processing occurs when the Member is required to complete an official information form issued by the Ministry of Foreign Affairs. The form is returned to the Ministry with a covering letter.
Performance Audit: Gender Equality in the Labour Market: Vocational Training Actions for Women	128	EX CH	14/04/08	EX CH	MEMBER	In the execution of the Performance audit in Scotland/UK, Italy/Lombardy, Germany/Sachsen-Anhalt, Spain /Andalucia and France/Ile-de-France, personal data of training participants was audited in order to assess efficiency and effectiveness of ESF-cofunded training projects. Personal data was collected from project files, consulted and/or stored in terms of: personal details (name, age, gender, address, telephone number), employment situation, personal training plans including skill/motivation appraisal, training results, labour market activities after training (further training, work, other).
ART Reconciliation of time recorded between the Flexitime and the Assyst systems	131	DIRECTORY AUDIT QUALITY CONTROL COMMITTEE (DQC)	05/05/08	AUDIT QUALITY CONTROL COMMITTEE (DQC)	DIRECTOR	Information from Flexitime and Assyst time records are automatically placed in a new table so that they can be compared. The totals should be identical. An auditor is able to view the same information and the same number of weeks in ART as in the Flexitime system (Efficient) The Principal Manager for that auditor will be able to view the information for the auditor as well as for him- or herself.
Time recording - AMS	132	DIRECTORY OF THE PRESIDENCE (DOP)	05/05/08	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	AMS includes a time recording module. Auditors with access to AMS whose names appear in planning in the annual work programme must record the time they spend on audit tasks and other activities, such as logistics and training. The information is used both by auditors to check how many weeks they have spent on different tasks and activities, and by management to calculate the number of person-weeks spent on an audit task and monitor the implementation of the AWP.
Staff cards	133	HR, FINANCE & GENERAL SERVICES (SG1)	19/05/08	GENERAL SERVICES (GES)	DIRECTOR	As requested by DRH, the reception team takes photographs and send them to the intranet team for use in the staff gallery.
Managing visits to the ECA	134	HR, FINANCE & GENERAL SERVICES (SG1)	19/05/08	EVENTS VISITS PROTOCOL (EVP)	DIRECTOR	For security reasons, the ECA has introduced procedures covering the access of individual and group visitors and suppliers. Their names are taken at reception and they are given a visitor card in exchange for ID.
Listening to conversations recorded on one of the three telephones in reception of the ECA main building (computer line, 45400 and 45407)	135	HR, FINANCE & GENERAL SERVICES (SG1)	19/05/08	GENERAL SERVICES (GES)	DIRECTOR	Recordings of telephoned bomb warnings can only be listened to in the presence, or with the authorisation, of a designated individual who must be named in a document issued by the Court and headed "Security measures and arrangements". 1) The designated persons are (in order) the security officer, the Head of Administrative and Security Services, the Head of Logistics, the Director of Finance and General Services, the Secretary-General. 2) The duty security officer will then be asked for the sealed envelope containing the shared PIN (common to all three recording devices) which must be input to listen to a recording. The envelope also contains full instructions on how to proceed.

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INTEGRATED ADMINISTRATIVE AND CONTROL SYSTEM (IACS) AND SINGLE AREA PAYMENT SCHEME (SAPS)	138	EX CH	22/05/08	EX CH	MEMBER	Checks whether the paying agency is carrying out the Logistics and control of the SAPS in accordance with Community legislation
Statement of assurance (DAS)	151	EX CH	20/06/08	EX CH	MEMBER	Financial audit for the Statement of Assurance - Déclaration d'assurance DAS for the domain of cooperation with developing countries.
Statement of assurance (DAS)	152	EX CH	25/06/08	EX CH	MEMBER	Financial audit for the Statement of Assurance - Déclaration d'assurance DAS for the domain of European Development Fund (FED).
Statement of assurance (DAS)	153	EX CH	02/07/08	EX CH	MEMBER	Financial audit for the Statement of Assurance - Déclaration d'assurance DAS for the domain of revenue and finance.
Statement of assurance (DAS)	154	EX CH	08/07/08	EX CH	MEMBER	Financial audit for the Statement of Assurance - Déclaration d'assurance DAS for the reliability of the accounts and of management representation.
Réforme du secteur sucre	157	EX CH	16/09/08	EX CH	MEMBER	Traitement des données des principales entités intervenantes de cette aide communautaire soit comme gestionnaires à titre principal ou délégué soit comme bénéficiaires. Recolte de données notamment auprès de la Commission et des Etats membres et ulterior traitement manuel ou automatique à la Cour des comptes.
Promotion produits agricoles	158	EX CH	16/09/08	EX CH	MEMBER	Traitement des données des principales entités intervenantes de cette aide communautaire soit comme gestionnaires à titre principal ou délégué soit comme bénéficiaires. Recolte des données notamment auprès de la Commission et des Etats membres et ulterior traitement manuel ou automatique à la Cour des comptes.
Fax log	159	INFORMATION, WORKPLACE & INNOV (SG2)	04/08/08	IT	DIRECTOR	Fax machines store information about faxes sent.
Statement of assurance (DAS)	160	EX CH	12/08/08	EX CH	MEMBER	Financial audit for the Statement of Assurance - Déclaration d'assurance DAS for research and internal policies.
Citykaart and mPass	161	HR, FINANCE & GENERAL SERVICES (SG1)	16/09/08	GENERAL SERVICES (GES)	DIRECTOR	Forwarding of the names of staff applying for a Luxembourg City bus pass or a public transport pass for Luxembourg and cross-border regions.
Management of personal data (staff, non-staff, users, etc.) in SAP	166	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/10	BUDGET & ACCOUNTING (BAC)	ACCOUNTANT OFFICER	<p>SAP is used for contract management, purchasing, budget management, financial accounting, cost accounting and controls and statistical purposes</p> <p>SAP uses 3 kinds of personal data:</p> <ol style="list-style-type: none"> 1) Staff and non-staff information for payments and management reporting of staff costs and expenditure (automatic) 2) Asset user information (windows login if relevant, full name, office number) for asset management 3) SAP user information for audit trail and system authorisations <p>All contracts and purchase orders identify the goods and services that may be bought and refer to the relevant legal entity but do not contain additional data specific to the third party.</p> <p>Asset users may be any member of staff or outside employee working at the ECA, whether or not they use SAP.</p> <p>SAP users are any person (staff or outside employee) with access to SAP. There are several user roles. The main roles are described below. Further information on SAP roles is given in the annexes.</p> <ul style="list-style-type: none"> - Initiating agents create and edit contracts and purchase orders and or block budget amounts (forecasts). They can also draw up invoices. - Verifying agents check and approve all documents created/edited by an initiating agent and send them to the authorising officer. - Authorising officers check and approve all documents reviewed by an initiating or verifying agents and commit funds - IT people make system checks and resolve issues - Central budgetary agents prepare the budget structure, make the voted or anticipated budget available to authorising officers' departments and execute budget transfers once they have been approved by the budget authority - Central accounting agents encode invoices, execute approved payments and carry out financial and legal reporting
Statement of assurance (DAS)	169	EX CH	12/01/09	EX CH	MEMBER	Financial audit for the Statement of Assurance - Déclaration d'assurance DAS for fisheries, environment & health.
Management of personal files	171	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Personal files contain all documents relating to the administrative status of staff and all reports relating to their ability, efficiency and conduct (see Article 26 SR).

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Family allowances	172	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>The dependent child allowance is paid at the request of the member of staff or eligible person:</p> <p>a) HR establishes the entitlement to a dependent child allowance when the member of staff enters service or after any change in their personal situation.</p> <p>b) Where custody of the child has been granted to another person, the person concerned may request the allowance.</p> <p>The education allowance is paid once a year on the basis of information provided by the eligible person. HR establishes the nature of the education allowance payable to each member of staff.</p> <p>Household allowance: HR establishes the entitlement to a household allowance when the member of staff enters service or after any change in their personal situation, on the basis of information and/or documents provided by the person concerned.</p>
Installation/resettlement allowance	173	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>At the request of a member of staff, HR assesses their entitlement to an installation allowance:</p> <ul style="list-style-type: none"> - They must provide written evidence that they have moved to the place of appointment or at no greater distance therefrom as is compatible with the proper performance of their duties (Article 20 SR), with proof of the costs incurred. - Where a resettlement allowance is payable, the member of staff must provide written evidence of a change of residence. - The amount of the allowance is calculated by reference to the situation of the person concerned. <p>The Appointing Authority takes a decision on the basis of the documents submitted.</p>
Removals	174	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>Before removal: HR first verifies that the person concerned is entitled to the reimbursement of costs. On the basis of the documents submitted, HR writes to the person concerned informing them of the maximum authorised amount of the reimbursement and giving further instructions. The removal firm is also informed in writing that it has been approved by the ECA, which undertakes to pay the amount shown on the estimate. A note giving the name of the removal firm is added to the personal file of the person concerned. At the same time, a copy of the estimate and a VAT exemption request are sent to the logistics and registration department.</p> <p>After removal: the member of staff or the removal firm sends HR the invoice to be reimbursed. HR draws up a payment order and attaches the request by the member of staff, a statement concerning any allowances received from other sources, the invoice and a final account. The payment order is made out to the removal firm or to the member of staff. A note confirming payment is added to the file.</p>
Leave on personal grounds Return from leave on personal grounds	175	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>The member of staff submits a reasoned application for leave on personal grounds through the appropriate managerial channels. The Appointing Authority assesses the request and HR draws up a decision accordingly.</p> <p>Reinstatement: At the end of the period of leave, HR asks the person concerned to state whether they intend to return to work. If a reinstatement request is made, the Appointing Authority either decides to reinstate the person concerned in their former post or informs them that the post is not available. In the second case the person concerned is informed in writing as soon as a suitable post becomes vacant. The member of staff may decline the first post proposed. If they decline a second time they may be required to resign.</p>
Part-time working	176	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>The member of staff submits a reasoned request to the Appointing Authority through the appropriate managerial channels. On receiving the opinion of the applicant's line manager(s), HR draws up a draft decision as required by the rules in force and submits it for the Appointing Authority's signature or that of the AECE.</p>
Retirement	177	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>Automatic or at the request of the person concerned, in accordance with Article 77 SR. The recruitment team draws up a letter and a decision confirming that the person concerned may leave the service. The Appointing Authority takes a decision to allow retirement.</p>
Invalidity procedure	178	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>The invalidity procedure can be triggered, either by the person concerned or by the Appointing Officer, when the person concerned has taken a total of at least 365 days of sick leave during the three preceding years.</p>
Statement of assurance (DAS)	179	EX CH	18/11/08	EX CH	MEMBER	<p>Financial audit for the Statement of Assurance - Déclaration d'assurance DAS for EAGF.</p>
SNE appointments	180	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>Secondments are arranged by means of an exchange of letters between the ECA and a national SAI. The two institutions agree, in their joint interests, on the post to which the SNE will be appointed, the necessary qualifications and the duration of the posting. The national SAI then suggests a candidate for the secondment.</p>
Agency staff	182	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES	DIRECTOR	<p>The Appointing Authority appoints agency staff in the interests of the service.</p>

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Internal transfers	183	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>There are two types of internal transfer: transfers in the interests of the service and transfers at the request of the person concerned.</p> <p>a) Transfers in the interests of the service No vacancy notice. The two entities concerned agree on a transfer date. The recruitment cell prepares a transfer decision for the Appointing Authority's signature.</p> <p>b) Transfers at the request of the person concerned The Appointing Authority decides whether to allow the request once a vacancy notice is published. HR is given the name of the person chosen for the vacant post and must prepare a transfer decision for the Appointing Authority's signature.</p>	
Transfers between the ECA and another institution	184	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>Transfer to another institution: The official applies to another institution in response to an interinstitutional vacancy notice. The other institution writes to the ECA's Appointing Authority to propose a date for the transfer. HR ask the applicant's Director or line manager for their opinion. Depending on that opinion, the AA approves the transfer. The competent AA at the other institution sends the transfer decision to the ECA's AA. In reply, the other institution is sent the official's personal file and a record of their annual leave and sick leave.</p> <p>Transfer to the ECA: The AA decides whom to appoint to a post announced in a vacancy notice or notice of transfer. HR inform the competent AA at the other institution in writing of the preferred transfer date. As soon as a positive reply is received from the other AA, HR prepare the transfer decision. The other institution sends the official's personal file and a record of their annual leave and sick leave.</p>	
Temporary release of staff Secondments Staff exchanges Reinstatement	185	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>A. In the interests of the service For a secondment to be possible within the ECA, a Member must submit a request to the Appointing Authority. Having obtained the agreement (written or oral) of the person concerned and, as appropriate, of their Director, the AA decides whether to grant the secondment. HR prepares the corresponding decisions. Secondments involving another institution are covered by a similar procedure to that of transfers from or to another institution.</p> <p>B. At the request of the person concerned HR consults the reporting Director of the person applying for a secondment to obtain their agreement in principle and the starting date and duration of the secondment. On the basis of the Director's opinion, the AA decides how to proceed and informs the other institution. The procedure is similar for the temporary release or exchange of a member of staff. In all cases, however, the personal file of the person concerned remains at the ECA. Reinstatement: At the end of the period of secondment/release/exchange, a decision is taken to reinstate the member of staff in post.</p>	
Resignation contract	Termination of	186	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>1) Termination of contract: the person concerned must be given at least one month's notice. 2) Where appropriate, HR draws up a retirement decision. Whatever the reason for leaving, RH sends the person concerned, at least one week before the final day of employment, a departure form to be completed and returned.</p>
Reclassification of private office staff	187	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	In accordance with Decisions 51-2004 and 59-2004, temporary members of staff and officials assigned to a private office are reclassified in a higher grade. A decision is drawn up for the Appointing Authority to sign.	
Appointment of PMs and Directors	188	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	The Court makes appointments to posts of Principal Manager and Director. Decisions are drawn up for the President to sign.	
Recruitment of probationary officials and temporary and contract staff	189	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>The team responsible for recruitment and careers prepares job offers. To receive a job offer it is necessary to have been pronounced medically fit and to have no criminal record. Once a job offer has been accepted, the team prepares an appointment decision (officials) or contract (temporary and contract staff), a cover note, a letter confirming the entry into service (sent to the private address of the person concerned), a note for the file on financial entitlements, a note on daily allowances, 2 certificates of employment, an information letter and a checklist of administrative visits. The new member of staff is given these documents on the first day of service.</p>	
Appointments and transfers	190	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>- Staff appointed to another institution are transferred the same day. - HR sends the other institution a letter requesting simultaneous appointment and transfer. - As soon as the other institution sends the appointment decision, HR prepares the transfer decision, a cover note, a letter confirming the entry into service (sent to the private address of the person concerned), a note for the file on financial entitlements, a note on daily allowances, 2 certificates of employment, an information letter and a checklist of administrative visits. The member of staff is given these documents on the first day of service.</p>	
Statement of assurance (DAS)	192	EX CH	05/01/09	EX CH	MEMBER	Financial audit for the Statement of Assurance - Déclaration d'assurance DAS for the budget of EU Institutions.	

Processing	N° / REF	Direction responsable de la mise en œuvre du traitement	Date de renseignement de la fiche	Service chargé de la mise en œuvre du traitement	Responsable du service en charge du traitement	Purpose of the processing
The sustainability and the Commission's management of the LIFE Nature projects (audit task 08FG6201)	193	EX CH	12/01/09	EX CH	MEMBER	Drawing a sample of LIFE grants and auditing the selected grants
Statement of assurance (DAS)	194	EX CH	12/01/09	EX CH	MEMBER	Drawing a sample of commitments and payments from DG Environment, DG Mare or DG Sanco to final beneficiaries and auditing the selected grants.
ECA Staff Satisfaction Survey (update 28/05/2018)	197	HR, FINANCE & GENERAL SERVICES (SG1)	14/06/18	SECRETARY GENERAL (SGL)	SECRETARY GENERAL	To evaluate overall staff satisfaction, an electronic questionnaire is made available online to all officials and temporary or contract staff at the ECA for a period of 3 weeks. Participation is voluntary and anonymous.
Entries in the IATE database	198	TRANSLATION & LANGUAGE SERVICES (SG3)	05/03/09	TRANSLATION & LANGUAGE SERVICES (SG3)	DIRECTOR	Data in IATE needs to be processed with a view to the management and functioning of the EU institutions and bodies, as provided in recital 27 and Article 5(a) of Regulation 45/2001. The personal data sent is used to identify and manage users of the IATE database. IATE combines all terminological data developed by the EU institutions in a single interinstitutional database so as to maximise data accessibility, improve quality and avoid terminologists duplicating each others' work.
Statement of assurance (DAS)	199	EX CH	19/02/09	EX CH	MEMBER	Financial audit for the Statement of Assurance - Déclaration d'assurance DAS for the financial crisis measures.
Audit of the Commission's treasury management	200	EX CH	19/02/09	EX CH	MEMBER	Audit of the Commission's treasury management
Mesures spécifiques dans le domaine de l'agriculture en faveur des régions ultrapériphériques de l'Union (POSEI)	206	EX CH	18/06/09	EX CH	MEMBER	Traitement des données des principales entités intervenantes soit comme gestionnaires à titre principal ou délégué soit comme contrôleur ou comme bénéficiaire
AGRI-ENVIRONMENTAL MEASURES	209	EX CH	22/02/10	EX CH	MEMBER	The Court's Services will draw a sample of 210 contracts based on the data mentioned under point 16. This sample will be analysed with the aid of an online questionnaire administered by the national authorities focusing on: contract, area, commitment (amount/controls), monitoring and objectives of the measure. Furthermore it is proposed to visit beneficiaries in seven Member States and to analyse the required data (see point 17).
Préenquête sur les bénéficiaires de la PAC	211	EX CH	18/06/09	EX CH	MEMBER	Traitement des données des montants reçus par les bénéficiaires de la PAC.
Performance Audit of the Adequacy and Effectiveness of Selected FP6 Instruments	214	EX CH	09/07/09	EX CH	MEMBER	The audit procedures defined included surveys, testing at project level and reviews of studies and reports. Throughout the audit, data contained in several Commission's databases were used. Furthermore, the audit involved the review of documentation prepared by or containing information about individuals.
Effectiveness of the Design Studies and Construction of New Infrastructures support schemes under the Sixth Framework Programme	215	EX CH	15/07/09	EX CH	MEMBER	The audit work included an analysis of the legal basis of the RI activity area and DS and CNI support schemes, file reviews and interviews at the Commission, interviews at the European Investment Bank, interviews with representatives of European research organisations and representatives of research ministries in 8 Member States (Belgium, Czech Republic, Germany, Italy, the Netherlands, Poland, Sweden, and United Kingdom). Furthermore the Court carried out on-site audits of projects and an online survey of unsuccessful participants.
Internal audit processes	217	DIRECTORY OF THE PRESIDENCE (DOP)	01/09/09	INTERNAL AUDITOR (IAS)	INTERNAL AUDITOR (IAS)	Full and unlimited acces to all information required pursuant to Article 86(2) of the Financial Regulation (Council Regulation 1605/2002).
Audit of salaries, allowances and pensions of staff (or former staff) of the EU institutions	218	EX CH	18/09/09	EX CH	MEMBER	Audit of supporting documents used for appointment in grade/step and the granting of allowances, e.g. most recent promotion decision, marriage certificate, certificates that children are in full-time education. These documents are requested from the institution employing the person concerned. Audit findings are communicated to the same institution. Article 27 data are not processed.
Direct aids to the animal sector	221	EX CH	30/11/09	EX CH	MEMBER	Traitement de données concernant les bénéficiaires et les gestionnaires de aides communautaires.
Distribution gratuite de lait et de légumes aux écoliers	222	EX CH	30/11/09	EX CH	MEMBER	Traitement des données relatives aux bénéficiaires et gestionnaires des aides
Audit on performance of OLAF investigations	224	EX CH	05/01/10	EX CH	MEMBER	Audit of documents gathered by OLAF in the framework of its investigations.

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Performance Audit: Effectiveness of e-Government projects co-financed by the ERDF	225	EX CH	11/01/10	EX CH	MEMBER	Performance Audit: Effectiveness of e-Government projects co-financed by the ERDF
Audit of the SME Guarantee Facility under the EU's Competitiveness and Innovation Programme	228	EX CH	23/02/10	EX CH	MEMBER	Audit of the SME Guarantee Facility under the EU's Competitiveness and Innovation Programme
Audit of the European Central Bank's Human Resources	229	EX CH	23/02/10	EX CH	MEMBER	Audit of the European Central Bank's Human Resources
Modernisation of agricultural holdings	231	EX CH	26/02/10	EX CH	MEMBER	At the level of individual investments, a sample of investment projects will be used to perform walk-through tests of procedures and to perform direct testing. The number of projects that will be reviewed during the audit will be 100. The selection of the projects will be based on the total population of investment projects approved in 2009. The following data will be requested in an electronic format: Farm ID (to identify the farmer - for the sampling we have not asked for the applicants name); Branch; Date of application submission by the farmer; Date of approval; Type of the investment; Amount of the project (TOTAL amount of the investment); Contribution by EAFRD (in currency units); any other data available on the investment project. Further information will be requested for sampled projects (e.g. claims and contracts indicating inter alia the name of the applicant).
Audit of the management of EU measures to reduce fishing overcapacity	234	EX CH	15/07/10	EX CH	MEMBER	Subsidies financed by the European Fisheries Fund will be selected, through a sample, to verify the legality/regularity of the attribution and the beneficiaries may be visited for control purposes.
Management of Luxtrust e-certificates	249	INFORMATION, WORKPLACE & INNOV (SG2)	04/12/10	IT / INFOSEC	DIRECTOR	Staff provide a copy of their ID to the Information Security Officer so that he/she can fill out an order form for a Luxtrust electronic certificate. Required data are the birthdate and the exact name (all first names and all family names) of the person for whom the certificate is requested. Completed order forms are printed and returned, with the copy of the ID card, to the person concerned so that both can be signed. Both documents are deposited with Luxtrust. The ECA retains an electronic copy of all order forms so that the ISO can manage the certificate on expiry.
harassment training filmed	250	HR, FINANCE & GENERAL SERVICES (SG1)	05/04/11	DATA PROTECTION (DPO)	INFORMATION SECURITY OFFICER	Filming performance and coping on DVD. Six people from the Court of Auditors will attend the training course on psychological harassment on 7th of April 2011. Part of this training course will be filmed. Training Unit provides a camera (JVC-GZ-HM550 Everio). Files from the camera will be burned on DVD by IT Service Desk. IT will prepare 6 copies to be distributed amongst participants. Training Unit will not keep any copy of the film. After coping on DVD the film will be erased from the camera's memory. Participants expressed their wish to be filmed and agreed to receive a copy of the film on DVD.
ECA award	251	INFORMATION, WORKPLACE & INNOV (SG2)	28/03/11	LIBRARY & ARCHIVES	DIRECTOR	European Court of Auditors Award for research into public sector auditing for academic research linked to public audit and to the ECA's mission and values, in order to provide an incentive and recognition for research on public audit related issues.
Emergency access private drive & e-mail	252	HR, FINANCE & GENERAL SERVICES (SG1)	03/03/09	DATA PROTECTION (DPO)	INFORMATION SECURITY OFFICER	A) Protect the Court's interests when information is stored on the U: drive (private drive) or e-mail account, of an absent user, and that information is necessary in the interest of the service and the information can't be obtained from another source before the users' return. B) In cases where users pass away and the surviving family, requests to obtain information and documents which are necessary to deal with official instances, school, invoices, etc. and stored on the U:drive or e-mail account. C) Upon requests of the user when (s)he has left the Institution but needs to have access to information and documents which are still stored (within 4 weeks after having left the Court) on the U: drive or in the e-mail account of the user.
Promotions AD13 and +	253	COURT	05/03/07	COUR	SECRETARY GENERAL	En application de l'article 45 du statut et de la Décision de la Cour N° 45/2005, procéder à la promotion des fonctionnaires.
Social services	254	HR, FINANCE & GENERAL SERVICES (SG1)	15/05/07	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	- Financial Assistance (e.g. for home help, persons with disability, exceptional financial difficulties). - Practical Assistance (e.g. information regarding availability of resources and services in specific areas). - Psycho-social support (e.g. relationship difficulties, family problems, harassment, stress etc.)
Selection procedure staff	255	HR, FINANCE & GENERAL SERVICES (SG1)	05/03/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Le traitement analysé a une finalité spécifique, à savoir la constitution de listes d'aptitude de candidats dans le but d'assister les services de la Cour des comptes dans le recrutement de fonctionnaires, d'agents temporaires et d'agents contractuels.
Stage requests	256	HR, FINANCE & GENERAL SERVICES (SG1)	18/06/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Le traitement analysé a une finalité spécifique, à savoir la constitution d'une base de données servant à répertorier les demandes de stage en fonction du domaine choisi par le postulant, dans le but d'assister les services de la Cour des comptes dans le recrutement des stagiaires.
Retraite anticipée	257	HR, FINANCE & GENERAL SERVICES (SG1)	12/09/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Mise en oeuvre des exercices annuels de retraite anticipée sans réduction des droits à pension, en conformité avec l'article 9 de l'Annexe VIII du Statut et l'article 39, §1, 2e et 3e alinéas du R.A.A.

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Revalorisation Contractual Agents	258	HR, FINANCE & GENERAL SERVICES (SG1)	18/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Permettre aux agents contractuels engagés au titre de l'article 3 bis du RAAA de bénéficier de reclassements conformément à l'article 87, paragraphe 3, du RAAA.
Internet monitoring	259	INFORMATION, WORKPLACE & INNOV (SG2)	06/05/08	IT	DIRECTOR	The reasons why the Internet traffic data are processed are multi-purpose: for performance reasons to be able to identify which resources are used at which moment, which resources hinder normal traffic; for troubleshooting problems when certain Internet access is no longer possible, slow, or hinders other users; to identify possible abusive use (volume & filter activation); for security filter efficiency reasons to verify if potential dangerous URL's are visited (SANS list).
ECAdemy système de gestion administrative des formations	260	HR, FINANCE & GENERAL SERVICES (SG1)	29/07/11	PROFESSIONAL TRAINING (FPR)	DIRECTOR	<p>Il est l'équivalent du système SYSLOG Formation Suite de la Commission, dont il fera partie avec son propre domaine, Le système est lui-même constitué des applications suivantes couvrant l'ensemble du processus de gestion des formations:</p> <ul style="list-style-type: none"> - SYSLOG Formation is the application used by training managers in order to encode all the relevant information to define the training catalogues, to organize the courses, to manage the training applications, to notify students, to evaluate participants, ...Target users: training managers. - SYSLOG Formation Maintenance is the website allowing training managers to access various resources. These resources include the interface for encoding requests for upgrade maintenance, the rolling out modes of SYSLOG Formation in the DGs, agencies and other bodies, the latest versions of the project software, manuals, the consultation of training catalogues from other resource centres, etc. The system will be accessible via an external link https://webleaming.ec.europa.eu from outside the Commission. Target users: training managers - SYSLOG Web Formation is the website allowing ECA staff to create their individual training maps, register applications to training sessions and allowing line managers to follow the training activity of their staff and to manage visas concerning applications or training maps of their staff. Target users: line managers and staff members. It also allows to encode evaluations and to display training catalogues both of the Commission, and of the ECA. To use SYSLOG Web Formation the users must use an ECAS login and password. - Blackboard is the website allowing ECA staff to follow e-learning trainings or participate in communities of practice. ECA uses at its full extent the Blackboard installation as it is set up in the European Commission, meaning: <ul style="list-style-type: none"> - Fully integrated with SYSLOG (called ECAdemy at the Court) - Users register for e-learning courses via ECAdemy catalogue - Users receive confirmation by email including the link to the Blackboard platform - Content creation is done completely on the Blackboard system by ECA course administrators. <p>Target users: staff members</p> <ul style="list-style-type: none"> • ECAdemy sera principalement géré par le personnel de l'Unité Formation Professionnelle. La direction DIT en collaboration avec la DG DIGIT de la Commission assureront la gestion informatique de la fonctionnalité du système. L'interface web est destinée aux membres du personnel afin de leur permettre de gérer leurs demandes de formation. Les données enregistrées dans ECAdemy seront également utilisées dans le cadre du système COMPASS.
inter-institutional exchanges of AD and AST staff of translation services	261	HR, FINANCE & GENERAL SERVICES (SG1)	13/09/12	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	voir DTR-280 du 18/8/2011
Independence declaration by auditors	262	HR, FINANCE & GENERAL SERVICES (SG1)	31/05/11	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	The international standards for auditors foresees that they should deposit at regular time intervals an independence declaration. The ECA decided to implement such a declaration from 2011 onwards.
SSO IAM	263	INFORMATION, WORKPLACE & INNOV (SG2)	08/10/09	IT	DIRECTOR	Single Sign On and Identity Access Management is a system to facilitate the access to IT resources with a unique password and based on an identity linked to roles.
Active Directory	264	INFORMATION, WORKPLACE & INNOV (SG2)	28/06/10	IT	DIRECTOR	Users that need to connect to the IT network at the ECA are created in the Active Directory and are attributed access rights in the information systems on a need to know basis. The status of their account is maintained in the system and some of their activities are logged as successful/unsuccessful connection, change of password, etc"
CMDB Easy Vista	265	INFORMATION, WORKPLACE & INNOV (SG2)	22/04/10	IT	DIRECTOR	Configuration Management system which will manage the software and hardware configurations of all IT material.
PS NEXT	266	INFORMATION, WORKPLACE & INNOV (SG2)	02/04/11	IT	DIRECTOR	Management of projects.
Time management - SYSPER2-TIM	267	HR, FINANCE & GENERAL SERVICES (SG1)	10/09/09	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Time management module being part of SYSPER2 which manages the absences, part-time working schedules but not the flexitime module. Is also used to identify people subject for invalidity based on the absences during a reference period.
Medical service, health data treatment	268	HR, FINANCE & GENERAL SERVICES (SG1)	03/06/13	MEDICAL SERVICE (MED)	MEDICAL OFFICER	Treatment of health data for recruitment, preventive medicine, control purposes, absences and keeping a medical file per staff member.
Audit of the Lifelong Learning Programme	269	EX CH	17/12/10	EX CH	MEMBER	Audit of primary and secondary controls at the level of selection procedures for LLP beneficiaries as well as individual allowances from the EU funds.
Performance Audit: Leonardo da Vinci programme	270	EX CH	25/01/11	EX CH	MEMBER	An assessing whether the design and management of the Lifelong Learning Programme's Leonardo da Vinci mobility scheme is likely to lead to effective results.
Staff professional mobility	271	HR, FINANCE & GENERAL SERVICES (SG1)	17/02/10	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Staff are obliged to make an internal mobility after having occupied the same function for 6-8 years in the same organisational unit.

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Management of office attributions and certain assets (eADMIN)	272,1	HR, FINANCE & GENERAL SERVICES (SG1)	15/09/09	GENERAL SERVICES (GES)	DIRECTOR	Management of office spaces, staff that occupies the offices, and management of certain assets (calculator, keys, etc)
HR management (SYSPER2)	272,2	HR, FINANCE & GENERAL SERVICES (SG1)	28/09/12	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Basic HR management from setting up the organigram, available posts, associated jobs, roles and staff, their carrier history, language knowledge, qualifications, contact details, etc.
Management of financial rights (SYSPER2)	273	HR, FINANCE & GENERAL SERVICES (SG1)	28/09/12	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Management of financial rights for staff (family allowances, study allowances, etc)
Human resources management - COMREF repository	274	HR, FINANCE & GENERAL SERVICES (SG1)	28/09/12	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Information system used as unique transfer platform between Information Systems that need data about staff. Is also used to verify if data in different Information Systems is coherent, integer and complete.
Spontaneous notification of potential fraude.	275	DIRECTORY AUDIT QUALITY CONTROL COMMITTEE (DQC)	14/06/11	AUDIT QUALITY CONTROL COMMITTEE (DQC)	MEMBER	People from outside the ECA send spontaneous information concerning certain people about potential fraud, misbehaviour with EU money or people by e-mail or in paper form to the ECA. These notifications are examined and eventually forwarded to OLAF for investigation.
Requests Member States permanent representatives for the EU & Embassies for lists of staff	276	HR, FINANCE & GENERAL SERVICES (SG1)	20/02/13	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	At regular intervals Embassies and diplomatic services of EU member states request list of staff working at the ECA.
Stage des Managers principaux et Directeurs nouvellement nommés	277	HR, FINANCE & GENERAL SERVICES (SG1)	29/07/11	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	L'évaluation des prestations des Managers principaux et Directeurs nouvellement nommés durant leur période de stage
Promotion staff AST1 - AD12	278	HR, FINANCE & GENERAL SERVICES (SG1)	26/03/13	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Annual promotion procedure for staff ranging from AST1 to AD12 included.
Stage des agents autres que Manager principal ou Directeur	279	HR, FINANCE & GENERAL SERVICES (SG1)	26/03/13	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	L'évaluation des prestations des agents nouvellement nommés durant leur période de stage
Inter-Institutional exchange of AD translation staff	280	TRANSLATION & LANGUAGE SERVICES (SG3)	17/08/11	TRANSLATION & LANGUAGE SERVICES (SG3)	DIRECTOR	AD staff who want to participate in the Inter-Institutional exchange of translation staff can on a voluntary basis propose themselves to be part of this exchange program. Their request together with their CV will be sent to the Inter-Institutional working group.
Rural Development Support to Young Farmers	281	EX CH	21/09/11	EX CH	MEMBER	The audit task aims at assessing whether the Rural Development support to young farmers is effective in facilitating their setting-up and structural adjustment of their holdings
Declaration of Members' financial interests and assets - Ethics	283	DIRECTORY OF THE PRESIDENCE (DOP)	28/02/12	DIRECTORY OF THE PRESIDENCE (DOP)	PRESIDENT	ECA Members need to declare their financial interest and assets
Octroi adéquat de droits obligations pécuniaires - Echange de données personnelles d'un couple ou parents, tous les deux agents des institutions agences ou d'un agent muté d'une institution agence vers une autre	284	HR, FINANCE & GENERAL SERVICES (SG1)	07/03/12	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Les institutions doivent fixer d'un commun accord les droits/obligations pécuniaires des agents concernés pour que: - les droits pécuniaires soient correctement octroyés pour éviter tout versement indu; - les droits soient accordés au couple / parents de la manière la plus conforme au Statut au couple/parents
Web access statistics	285	INFORMATION, WORKPLACE & INNOV (SG2)	11/05/12	IT	DIRECTOR	Creation of statistics on the number of visits/page; web service.
Request for traineeship	286	HR, FINANCE & GENERAL SERVICES (SG1)	11/05/12	SECRETARY GENERAL (SGL)	DIRECTOR	Requests for traineeship at the Court
Members outside activities (integrated into n°303) Ethics	287	ETHICAL COMMITTEE	16/07/12	ETHICAL COMMITTEE	MEMBER	Members need to declare their outside activities which are then evaluated by a Committee and in the case of a negative recommendation by that Committee the Courts need to take a decision. The Member concerned need to comply with the negative recommendation or request a review and if she/he refuses this can lead to a procedure at the Court of Justice
Investigation on potential financial irregularities	288	FINANCIAL IRREGULARITY PANEL	10/06/13	FINANCIAL IRREGULARITY PANEL	FINANCIAL IRREGULARITY PANEL	The Financial Panel needs to be informed of any potential financial irregularity that took place at the ECA that needs to deliver an opinion on these cases.

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Creation by external users of the ECA website of a personal account in order to receive information by e-mail	289	DIRECTORY OF THE PRESIDENCE (DOP)	18/07/12	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	People interested in the service will insert/update their data. Once their coordinates are registered in the database an automatic process will use their coordinates to inform them of new information/events which the ECA created/organises.
OCR of Intranet pages	290	INFORMATION, WORKPLACE & INNOV (SG2)	13/11/12	LIBRARY & ARCHIVES	DIRECTOR	Certain HR documents published on the Intranet and audit documents will be transformed from a PDF picture file through an Optical Character Recognition process into a PDF/A document with full text.
Live streaming of conference room activities	291	INFORMATION, WORKPLACE & INNOV (SG2)	16/09/11	IT	DIRECTOR	When presentations, conferences, training are held in the ECA's conference room and there is an interest for all staff live images can be broadcasted on the internal network.
Statement of assurance (DAS)	292	EX CH	10/07/13	EX CH	MEMBER	Financial audit for the Statement of Assurance - Déclaration d'assurance DAS for revenue and finances of the Union.
Quiz 10th anniversary EU enlargement	293	DIRECTORY OF THE PRESIDENCE (DOP)	22/04/14	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	Examination of participants answers to determine the winners of the quiz
Workstation audit log	294	INFORMATION, WORKPLACE & INNOV (SG2)	24/11/14	IT	DIRECTOR	Collection of workstation audit log and treatment of its content for troubleshooting and security events follow-up.
Absence Planning	295	HR, FINANCE & GENERAL SERVICES (SG1)	25/11/14	HUMAN RESOURCES SERVICES	DIRECTOR	Collection of all planned absences of staff at ECA.
Stakeholders database (SMS)	296	DIRECTORY OF THE PRESIDENCE (DOP)	16/12/14	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	Management of contact details of stakeholders with the view to be able to contact them and disseminate information to them.
Drivers pool planning	297	HR, FINANCE & GENERAL SERVICES (SG1)	16/05/14	GENERAL SERVICES (GES)	DIRECTOR	Management of pool of drivers for the planning of the different requests and recurrent tasks.
Survey on State Aid	298	EX CH	08/01/15	EX CH	MEMBER	Storage of some personal to be able to invite persons to fill in a survey and be able to recontact them if necessary.
EU Climate Conference 2015	299	DIRECTORY OF THE PRESIDENCE (DOP)	12/02/15	DIRECTORY OF THE PRESIDENCE (DOP)	MEMBER	Data storage of personal contact details of people attending the conference. Then use of the contact details of the respondents when organising the meeting (sending more information, preparing list of attendees, preparing badges, etc.).
Composition of the audit team in Special Reports	300	DIRECTORY OF THE PRESIDENCE (DOP)	23/02/15	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	The auditors who contributed to the creation of the special report their name and picture will be included into the report.
Whistleblowing - Ethics	301	SECRETARIAT-GENERAL (SGL)	20/05/15	FINANCIAL IRREGULARITY PANEL	SECRETARY GENERAL	Staff or external contractors that report wrongdoing within the ECA or other EU Institutions.
Treatment of ethical matters related to Members - Ethics	303	ETHICAL COMMITTEE	20/05/15	ETHICAL COMMITTEE	MEMBER	Any matter of ethical nature relevant to the standards and reputation of the Court including assessment of outside activities of Members & formal Members.
Procurement	304	DIRECTORY OF THE PRESIDENCE (DOP)	05/05/15	LEGAL SERVICE (JUR)	PRINCIPAL MANAGER	Examination of offers during procurement procedures.
Senior officials professional activity examination during cool down period.	305	ETHICAL COMMITTEE	08/05/15	ETHICAL COMMITTEE	MEMBER	Senior officials (Secretary-General, Directors, Special Advisors & Heads of Member's Private Offices) need to declare any outside professional activity during 2 years after having left the Institution to be authorised while it is not linked to any responsibility they had during the last 3 years of employment at the ECA. The accepted requests will be published on the Internet site of the Court.
Audit of the Single Supervisory Mechanism	306	EX CH	06/07/15	EX CH	MEMBER	Have Joint Supervisory and On-Site Inspection Teams of the Single Supervisory Mechanism been set up to work efficiently within an appropriate governance, audit and accountability environment?
Skills database	307	HR, FINANCE & GENERAL SERVICES (SG1)	06/05/13	HUMAN RESOURCES SERVICES	DIRECTOR	Registering of professional profiles of court staff
Survey on closure	308	CHAMBER II	02/10/15	CHAMBER II	MEMBER	To obtain feedback from the Managing Authorities (MA), the Audit Authorities (AA), the Paying Agencies (PA) and Certification Bodies (CB) concerning closure of 2007-13 programmes. Eventually representatives of some Intermediate Bodies (IB) in some MSs of EU.
Procedures for the selection of principal managers and directors	309	HR, FINANCE & GENERAL SERVICES (SG1)	05/10/15	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Data is collected as part of the recruitment/nomination process in order to recruit one or more suitable persons for Principal Manager or Director posts
Appointment of Senior Assistants	310	HR, FINANCE & GENERAL SERVICES (SG1)	05/10/15	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Data is collected as part of the recruitment/nomination process in order to recruit one or more suitable persons for Senior Assistants
Appointment of Senior Administrators	311	HR, FINANCE & GENERAL SERVICES (SG1)	05/10/15	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Data is collected as part of the recruitment/nomination process in order to recruit one or more suitable persons for Senior Administrators
Appel à manifestation d'intérêts - Diplôme universitaire 3ème cycle et master pour auditeurs	312	HR, FINANCE & GENERAL SERVICES (SG1)	07/10/15	PROFESSIONAL TRAINING (FPR)	DIRECTOR	Selection of candidates for participating in the DU and Master II offered by the University of Lorraine
Financial corrections	313	CHAMBER II	04/12/15	CHAMBER II	MEMBER	Audit of EU Commission's measures to protect the EU budget in the Cohesion area.

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Evaluation of diploma programme 'Audit of public organisations and policies	314	HR, FINANCE & GENERAL SERVICES (SG1)	28/01/16	PROFESSIONAL TRAINING (FPR)	DIRECTOR	The evaluation will assess the impact of delivery of the above programme on programme participants who are staff of the ECA. It will do this by means of ex-ante self-assessment and superior officer assessment of participants' knowledge and skills on the subject areas of the programme, followed by an ex-post assessment of similar information. A second attitudinal survey questionnaire (also ex-ante and ex-post) will assess the context of the learning transfer environment.
Relais pour la vie	315	DIRECTORY OF THE PRESIDENCE (DOP)	14/01/16	DIRECTORY OF THE	DIRECTOR	Organising the teams participating in Relais pour la vie
Staff Committee newsletter	316	STAFF COMMITTEE (CDP)	26/10/15	STAFF COMMITTEE (CDP)	PRESIDENT of CDP	Request of a contribution / reception of the contribution / linguistic revision / publication
Performance Audit on "Portfolio loan guarantees instruments managed by the Commission"	317	CHAMBER IV	17/02/16	CHAMBER IV	MEMBER	Difficulties in accessing finance are one of the main obstacles obstructing the growth of SMEs. The EU supports European businesses by providing loan guarantees under several instruments. Although these instruments differ in their policy objectives as well as the way how credit risk is distributed, they all aim at supporting the financing of SMEs. The audit will examine whether the policy objective have been achieved and wheether there was an impact on the financing of SMEs
Audit on whether the programming of the 2014-2020 rural development policy was well managed by the Commission;	318	CHAMBER I	23/02/16	CHAMBER I	MEMBER	The audit is based on the analysis of a sample of rural development Programmes and of the administrative procedures which led to their approval by the Commission.
Audit on whether the EU support to young farmers is well targeted to improve generational renewal;	319	CHAMBER I	25/02/16	CHAMBER I	MEMBER	The audit is based on the analysis of the measure 112 "setting up of young farmers" and of the measure 06 "Farm and business development of rural development Programmes" as well as a top-up on the basic direct payment of the CAP and of the administrative procedures which led to their approval by the Commission.
Audit of the effectiveness of the EU system for fisheries controls	320	CHAMBER I	29/02/16	CHAMBER I	MEMBER	The audit will analyse whether the management of the European fishing fleet and its capacity is effective, whether reliable catch data is collected, verified and reported upon, whether fish stock conservation measures are effectively monitored and whether inspections are appropriately carried out and sanctions are correctly applied
Audit for the EU Assistance to Tunisia.	321	CHAMBER III	26/02/16	CHAMBER III	MEMBER	Performance audit to measure the effectiveness of the EU-funded projects in Tunisia.
Audit of JASPER	322	CHAMBER II	08/03/16	CHAMBER II	MEMBER	Performance audit that will assess weather JASPERS has improved the development of assisted major projects cofinanced by the EU and thus contributed to higher project quality as well as increased Member States administrative capacity.
Audit on the EU response to the Refugee crisis the Hotspot approach (audit task 16CH3005)	323	CHAMBER III	15/03/16	CHAMBER III	MEMBER	Performance audit that will assess if the Hotspot approach contributed to better management of the migrants flow to the EU whereby personal data will be treated of the interviewed/visited/contacted persons within the Commission, EU Agencies, NGO's, and national authorities.
Drinking water supply audit task 15ENV208	324	CHAMBER II	03/02/16	CHAMBER II	MEMBER	The audit will focus on compliance with European legislation in the area of drinking water (especially the Drinking water quality directive) and the performance of projects in the area of drinking water infrastructure co-financed from EU funds. Personal data will be treated to organise meetings/audit visits during the audit.
Audit of the implementation of the basic payment scheme under Regulation (EU) No 1307 2013 (direct payments to farmers)	325	CHAMBER I	22/03/16	CHAMBER I	MEMBER	Personal data will be used to contact people to organise meeting and audit visits. Personal data of farmers will be transferred from the national authorities to the Court and will be used to verify if the payments and calculations were accurate and if they were eligible for the support received from the EU budget.
Landscape review of risks in the EU's energy and climate strategy and the EU spending in this area	326	CHAMBER II	31/03/16	CHAMBER II	MEMBER	Personal data will be used to contact people to organise meeting and audit visits
Alumni newsletter	327	DIRECTORY OF THE PRESIDENCE (DOP)	30/03/16	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	Staff and ex-staff can subscribe/unsubscribe to the Alumni newsletter. Personal data about staff (birth of child, marriage, career development, etc.) are send by the concerned staff to DOP that will save it into the Alumni database. At regular intervals the Alumni newsletter will be published.
Performance audit on ERTMS	328	CHAMBER II	04/04/16	CHAMBER II	MEMBER	Personal data will be used to contact people, to discuss, organise meetings and audit visits

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Survey of economic experts at national level on their perceptions of 'Country Reports' published by the Commission	329	DIRECTORY OF THE PRESIDENCE (DOP)	04/04/16	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	The private offices of ECA Members will communicate a list of coordinates of national economic experts who will be requested to participate in a survey. The replies, on a voluntary basis, will be evaluated and participants will eventually be contacted to provide more details.
EU-Funded Public-Private Partnership Audit Task 15TRE206	330	CHAMBER II	05/04/16	CHAMBER II	MEMBER	Personal data will be used to contact people and organise meetings
Performance audit on whether the EU's Single European Sky initiative is resulting in a more efficient European air traffic management - Audit task 15TRE209	331	CHAMBER II	05/04/16	CHAMBER II	MEMBER	Personal data will be used to contact stakeholders, organise meetings and visit auditees
Review of the Court of Justice	332	CHAMBER III	13/04/16	CHAMBER III	MEMBER	The review will examine the way in which the Court of Justice and the General Court manage their respective caseloads and how language management integrates into that case management system. Personal data will be used to contact people, organise meetings and audit visits.
ERDF audit on productive investment and business support projects - Audit task 16CH2006	333	CHAMBER II	18/05/16	CHAMBER II	MEMBER	Personal data will be collected during meetings with stakeholders or from the Commission and Member states and used to contact people or employees from beneficiaries of audit projects, and organise meetings.
Audit on EU customs and the free circulation of goods Audit task 15REF201	334	CHAMBER IV	10/05/16	CHAMBER IV	MEMBER	Manual treatment when collected and then used to contact people by phone or e-mail. Automatic transfer of the sample of 60 import declarations
Declaration of spouse's employment - Ethics	335	HR, FINANCE & GENERAL SERVICES (SG1)	10/05/16	HUMAN RESOURCES SERVICES (RHS)	ETHICS ADVISER (old) - DIRECTOR OF H.R. (new)	Staff members declare the professional activity of their spouse which is then verified to see if there is any potential or actual incompatibility with the official (conflict of interest).
Survey on the proposal for the daily allowances modifications.	336	HR, FINANCE & GENERAL SERVICES (SG1)	03/06/16	STAFF COMMITTEE (CDP)	PRESIDENT of CDP	Staff are requested to vote if the new daily allowances proposal will affect them adversely or not. This is done by clicking on the vote opinion mentioned in the invited e-mail. The reply is returned to the President of the Staff Committee.
Medical inspections	337	HR, FINANCE & GENERAL SERVICES (SG1)	03/03/16	MEDICAL SERVICE (MED)	MEDICAL OFFICER	When staff are absent for medical reasons the medical officer can decide to call upon the medical inspector to verify if the concerned staff is unable to work. The medical inspector will visit the staff member and draw up a report with her/his findings and send this to the medical officer. The medical inspector can request supporting documents from the Joint Sickness Insurance System (JSIS/RCAM) for any supporting document linked to the absence that is verified. Based on this report the medical officer will validate the absence for medical reasons or reject it within the time management system. If the staff member doesn't agree with the conclusions of the medical inspector an appeal procedure can be requested and the medical report together with the information obtained from the medical officer and the staff member's doctor are transmitted to the independent doctor. She/he draws up his conclusions that are transmitted to the Court's medical officer who eventually corrects the time management system.
Audit on the Central African Republic - Békou EU Trust Fund (audit task 16CH3004)	338	CHAMBER III	15/09/16	CHAMBER III	MEMBER	Performance audit that will assess whether the establishment of the fund was justified, how well it is managed and if it is achieving its objectives. Personal data will be treated of the interviewed/visited/contacted persons within the Commission, EU Delegations, NGO's, UN, Worldbank and national authorities. A survey might be carried out.
Labour Mobility between the Member States	339	CHAMBER II	20/09/16	CHAMBER II	MEMBER	Personal data will be collected during meetings or by post/email from the Commission and from the Member States and used to contact people and organise meetings
Audit on whether the Commission ensures that coherent and comprehensive ex-post assessments of legislation contribute to the better regulation cycle.	340	CHAMBER II	21/09/16	CHAMBER II	MEMBER	The audit is based on the analysis of the measures of the Better Regulation package and REFIT as well as best country practices which will be identified with the help of a commissioned study. In addition, an advisory panel will be set up to discuss the audit programme and audit criteria as well as preliminary audit observations, and possibly the study. Personal data will be used to contact people as well as organise meetings and audit visits.

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Audit on whether Greening can enhance the environmental and climate performance of the CAP	341	CHAMBER I	29/09/16	CHAMBER I	MEMBER	The audit is based on the analysis of the design of Greening and its implementation. It will be carried out at three levels: EU, Member States and farmers. As regards the farmers level, no individual CAP beneficiaries will be audited directly. The audit will, however, review and use the results of the audit work related to individual CAP beneficiaries that has been and still is being carried out in the context of the DAS. For the rest, the audit will only use aggregated, statistical data obtained from the public domain, the Commission, Member State administrations, farmers' organisations, environmentalist organisations and other stakeholders. Personal data may be used to contact officials in the Commission and Member States involved in the design and/or implementation of Greening, cross-compliance and agri-environment measures of the CAP. Personal data may also be used to contact representatives of farmers organisations and environmentalist organisations as well as other stakeholders.
Audit on whether the Single Resolution Board is equipped to carry out bank resolutions effectively Audit task 17CH4002	342	CHAMBER IV	11/10/16	CHAMBER IV	MEMBER	Personal data will be used to contact people, organise meetings and audit visits. National authorities will be requested to participate in a survey. The replies, on a voluntary basis, will be evaluated.
Audit on the implementation of EU renewable energy policy in rural areas EAFRD 2007-2013 2014-2020 COM and MS level Audit task 16CH1002	343	CHAMBER I	12/10/16	CHAMBER I	MEMBER	Personal data will be used to contact people, organise meetings and for audit visits.
Audit on Does the Commission contribute effectively to helping Member States address radicalisation to terrorism . Audit task 16CH3008	344	CHAMBER III	12/10/16	CHAMBER III	MEMBER	Personal data might be used to contact officials involved in the procedures for providing support to Member States in addressing radicalisation to terrorism. Personal data will be used to contact people, organise meetings and audit visits. The audit will include a survey. Personal data will be used to provide a list of contact details of experts from all EU 28 Member States who will be requested to participate in a survey. The replies of the experts, on a voluntary basis, will be evaluated.
Audit on whether the EU development support to Myanmar Burma is effective. Audit task 16CH3006	345	CHAMBER III	09/11/16	CHAMBER III	MEMBER	Personal data will be used to contact people, organise meetings and audit visit.
Performance audit that will assess the Instrument for Pre-Accession Assistance in Turkey . Audit task 17CH3010	346	CHAMBER III	29/11/16	CHAMBER III	MEMBER	Personal data will be used to be able to contact/interview/visit persons within the Commission, EEAS, national authorities, beneficiaries and NGOs
Audit on EU Election Observation Missions Performance audit that will assess whether the EU EOM Recommendations are useful, whether the EEAS Commission are using the tools at their disposal for supporting their implementation and whether the process is monitored. Audit task 17CH3011	347	CHAMBER III	16/12/16	CHAMBER III	MEMBER	Personal data will be treated of the interviewed/visited/contacted persons within the Commission, EU Delegations, CSO's, UN, International or Local Observer Organisations and national authorities
Audit evidence regarding ERDF and ESF cofinanced operations Audit task 16CH2010	348	CHAMBER II	21/12/16	CHAMBER II	MEMBER	Personal data will be used to contact people, organise meetings and audit visits Personal data will be collected in Audit evidence regarding ERDF and ESF cofinanced operations

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Automatic collection of printing statistics per user and dissemination on Intranet	349	INFORMATION, WORKPLACE & INNOV (SG2)	18/01/17	IT	DIRECTOR	Automatic treatment of prints: as part of the paperless efforts at the Court, the SG would like to give the possibility to individuals to consult their personal printing statistics.
Business Continuity - Disaster Recovery planning and security incidents & measures	350	HR, FINANCE & GENERAL SERVICES (SG1)	23/01/17	HUMAN RESOURCES SERVICES (RHS)	PHYSICAL SECURITY OFFICER	Staff necessary to evaluate the situation after a serious incident or during a crisis need to be contacted and thus their contact details will be registered and be inserted into an alarm system to be used in case they need to meet or be contacted. ECA staff, consultants and external service to be able to be contacted after a security alert and/or incident
List of persons with access rights to BCP room	351	HR, FINANCE & GENERAL SERVICES (SG1)	23/01/17	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	List of persons is created and handed over to BCP room provider to permit an access control to the room.
Audit on whether the ECB efficiently managed its operations when establishing a harmonised crisis prevention and management procedures and methodologies, which operate to allow for the triggering of timely and efficient crisis responses. Audit task 15FEG203, 15FEGSRM	352	CHAMBER IV	13/02/17	CHAMBER IV	MEMBER	Personal data will be used to contact people, organise meetings and audit visits. National commercial banks and possibly national supervisory authorities will be requested to participate in a survey. The replies, on a voluntary basis, will be evaluated. Contact data might be used to contact ECB officials for interviews. Contact data might also be used to conduct a survey. Evaluation of skills through CVs and training information. Bank data may be used to verify efficiency of ECB processes. For the contacts: Name, first name, telephone no., e-mail address, function, administrative address, For the CV: Name, first name, telephone no., e-mail address, function, administrative address, date of birth, qualifications, address, training, sector of activity, obtained qualification
A survey designed to measure newcomers' satisfaction with the various procedures leading to their recruitment, from their first contacts with the institution to the day of their entry into service – "initial survey", followed by another survey to be sent out after 9 months of service – "second survey".	353	HR, FINANCE & GENERAL SERVICES (SG1)	07/03/17	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	A survey designed to measure newcomers' satisfaction with the various procedures leading to their recruitment, from their first contacts with the institution to the day of their entry into service – "initial survey", followed by another survey to be sent out after 9 months of service – "second survey". The data should be gathered and analysed in order to propose actions to be discussed with all relevant services, with the aim of improving the first actions to newcomers. Aggregated and anonymous statistics, calculated on the respondents replies, will be published on ECA's Intranet.
Official and information visits to the Court	354	DIRECTORY OF THE PRESIDENCE (DOP)	03/07/12	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	Organise and manage the official visits initiated by the ECA or upon request from the visiting person or organisation as well to manage the requests for information visits from the public or organisations to the ECA. Arrange for diplomatic welcome, reservation of meeting rooms, catering, search for ECA staff to represent the ECA, organise hotel accommodation and transport to and from the ECA, coordination with other EU Institutions, arrange physical access to ECA building and other Eu Institutions.
Cases of harassment	354	SECRETARIAT-GENERAL (SGL)	20/03/17	FINANCIAL IRREGULARITY PANEL	SECRETARY GENERAL	In case somebody complains about being harassed or this is reported to the Secretary General an informal and a formal procedure exists. A solution can be found through mediation or through an investigation leading eventually to disciplinary actions and/or sending information to judicial authorities.
Audit on whether the Ambient Air Quality has been effectively implemented and the EU support to the EU air quality policies has been effective. (Audit task 17CH1004)	355	CHAMBER I	04/04/17	CHAMBER I	MEMBER	Personal data might be used to contact officials involved in the implementation of the Directive 2008/50/EC. To analyse - the compliance and effectiveness of the actions taken - to be able to contact people/organise meetings/visit auditees

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Audit on whether the EU Centres of Excellence Initiative contributed effectively to mitigating CBRN risks from outside the EU, task 17-CH3012	356	CHAMBER III	06/04/17	CHAMBER II	MEMBER	<p>Personal data might be used to contact officials (EEAS, Commission, EU Delegations, regional secretariats, National focal points in third countries and EU MS contact points), experts, the Governance team and project implementers involved in EU CBRN Centres of Excellence Initiative</p> <p>To sent questions which will help us to understand</p> <ul style="list-style-type: none"> - the knowledge management (how information is forwarded and shared) -how people connect - the EU experts aware of the Initiative (EU MS contact points will be asked to who they have forwarded the tender information related to project proposals) - how outputs have been used -the outcomes - the added value of Initiative <p>To be able to contact people if clarifications are needed.</p>
NER300 Instruments for climate action task 17CH1001	357	CHAMBER I	04/05/17	CHAMBER I	MEMBER	<p>Personal data might be used to contact officials involved in the management and implementation of NER300 and the other instruments cited above. Personal data will be treated to carry out a survey</p>
Commission following of fraud cases task 17CH5004	358	CHAMBER V	19/04/17	CHAMBER V	MEMBER	<p>Personal data might be used to contact Commission, Europol, Eurojust, Member State officials, national prosecutors and experts involved in the management of fraud risks in EU spending;</p> <p>To analyse the data on the Commission's estimation of fraud risks in EU spending; the Commission's analysis of the main types and causes of fraud in EU spending; a sample of finalised fraud investigations by OLAF to check recovery of funds;</p> <p>the implementation of judicial recommendations made by OLAF in its final reports in 4 Member States (DE, IT, PL, BG);</p> <p>To be able to contact people/organise meetings and interviews/send out a survey to the 28 EU Supreme Audit Institutions.</p>
Survey on teleworking pilot project	359	HR, FINANCE & GENERAL SERVICES (SG1)	06/06/17	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	<p>A survey designed to get feedback on teleworking pilot project (teleworkers or not). The data should be gathered and analysed to decide of the implementation and modalities of teleworking ECA staff .</p>
Audit Do EU funds effectively contribute for the integration of refugees and others in need of protection - Task 17CH2005	360	CHAMBER II	26/06/17	CHAMBER II	MEMBER	<p>Collection of audit evidence for the audit "Do EU funds effectively contribute for the integration of refugees and others in need of protection?"</p> <p>Personal data might be used to contact people, organise meetings and visit auditees.</p> <p>Furthermore, personal data might be collected as audit evidence.</p>
Survey questionnaire on European Fund for Strategic Investments (EFSI) 17CH5005	361	CHAMBER V	06/07/17	CHAMBER V	MEMBER	<p>Data storage of personal contact details to be able to contact the respondents and once their replies have been received and analysed, these will also be stored. Then use of the contact details of the respondents when more in-depth information is required.</p>
Audit on whether floods-related actions have been effectively implemented and the EU support to the EU flood policies has been effective. (Audit task 17CH1002)	362	CHAMBER I	06/07/17	CHAMBER I	MEMBER	<p>The audit is based on the analysis of the Directive 2007/60/EC and the actions taken at different levels (Commission, Member States national and local authorities).</p> <p>Personal data will be used to contact people, organise meetings and audit visits.</p>
Rapid case review on the implementation of the 5% staff reduction audit task 2017CH5006	363	CHAMBER V	19/07/17	CHAMBER V	MEMBER	<p>The review is based on an evaluation of data provided by all EU institutions, bodies and agencies.</p> <p>Personal data will be used to contact people, organise meetings and audit visits.</p> <p>In case of Survey: To provide a list of contact details of experts who will be requested to participate in an online survey. The replies of the experts, on a voluntary basis, will be evaluated.</p>
Audit of the effectiveness of the European Union actions for the welfare of farm animals -17CH1005	364	CHAMBER I	24/07/17	CHAMBER I	MEMBER	<p>The audit is based on the analysis of the actions taken by the Commission and Member States to achieve compliance with animal welfare legislation in key risk areas and whether or not the Commission and Member States have made effective use of the CAP instruments to address animal welfare objectives.</p> <p>Personal data will be used to contact people, organise meetings and audit visits.</p> <p>A list of contact details of experts from EFSA (European Food Safety Agency) will also be treated in order to organise an expert panel.</p>
Audit on passenger rights 17CH2006	365	CHAMBER II	04/09/17	CHAMBER II	MEMBER	<p>The aim is to examine whether: the scope and the reach of the EU regulations have allowed for effective protection of passenger rights audit aim is to describe the underlying risks in the field of passenger rights but has also led to a preliminary understanding of the issues that affect the passenger rights policy framework</p>
Audit on Facility for Refugees in Turkey 17CH3013	366	CHAMBER III	22/09/17	CHAMBER III	MEMBER	<p>Performance audit that will assess the Facility for refugees in Turkey and in particular the effectiveness of humanitarian actions funded under the Facility.</p> <p>Personal data will be collected to be able to contact/interview/visit people</p>

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Desertification in the EU 18CH1002	367	CHAMBER I	03/10/17	CHAMBER I	MEMBER	Audit on whether the risk of desertification in the EU is effectively and efficiently addressed. The audit is based on the analysis of the EU and MS strategy to address desertification, their implementation through various policy instruments, the monitoring systems in place for the areas at risk of desertification, and visit of projects on desertification. Personal data will be used to contact people, organise meetings and audit visits.
EU TransFund for Africa Audit 18CH3015	368	CHAMBER III	20/10/17	CHAMBER III	MEMBER	To assess if the Commission designed and operated the EUTF for Africa well and whether it achieved its objectives. Assessment whether the EUTF added value to the EU response to migration, integration and security challenges. Personal data will be used to contact and organise meetings with Commission, Delegations and Organisations staff involved in the approval procedures and payments of Trans-Fund for Africa as well as people working in NGO's and other organisations involved with the fund.
Audit on wind and solar PV power 'Are the EU and Member States effectively supporting the electricity generation from wind and solar PV power' 17CH2003	369	CHAMBER II	31/10/17	CHAMBER II	MEMBER	Audit with as objective to answer the question: 'Are the EU and Member States effectively supporting the electricity generation from wind and solar PV power?' Personal data will be used to contact people, organise meetings and audits.
The audit concerns the control system for the production, processing, distribution and import of organic products Audit task 17CH1006	370	CHAMBER I	07/11/17	CHAMBER I	MEMBER	The audit aims to assess the control system for organic production and therefore looks at the legal framework at EU, MS and Third Country level, the procedures in the Commission, Member State, Third Countries and control bodies and the checks they carry out, down to the organic operator level. Personal data will be used to contact people, to organise meetings and for audit visits.
The audit will analyse if the the EU food safety model is soundly based and implemented to keep the products we consume in the EU safe from chemical hazards. Audit task 18CH1001	371	CHAMBER I	13/11/17	CHAMBER I	MEMBER	Personal data will be used to contact officials in the Commission/ Agencies and Member States involved in the design and/or implementation of the EU food safety model. Personal data may also be used to identify business operators to visit on the spot in the member states. Furthermore, it is possible that personal data may be used to contact representatives of international organisations or other stakeholders.
Transfer of data on staff and pensioner to Eurostat	372	HR, FINANCE & GENERAL SERVICES (SG1)	17/11/17	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Actuarial assessment of the pension scheme of the European Civil Service
Custom 2020 18CH5005	373	CHAMBER V	23/11/17	CHAMBER V	MEMBER	Audit on design, implementation and monitoring of the programme "Customs 2020", essentially by evaluating the implementation of the IT systems which are necessary to achieve a modernised customs environment in the EU. Custom authorities will be requested to participate in an survey. The replies, on a voluntary basis, will be evaluated
EIOPA's activities 17CH4003	374	CHAMBER IV	31/11/17	CHAMBER IV	MEMBER	The audit intends to cover two fields of EIOPA's activities : supervision of the insurance market and the stress test exercise (EIOPA's objective to ensure financial stability)
Horizon 2020 simplification 18CH4001	375	CHAMBER IV	04/12/17	CHAMBER IV	MEMBER	Survey and visits will target: beneficiaries of "Horizon 2020" funds and other interested stakeholders, Commission officials and officials of EU agencies implementing "Horizon 2020". Personal data will be used to: - create/use a database of names of contact for the survey (14.000 experts) - contact survey participants for follow-up (max 500 persons) - contact people, organise meetings and visits.

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Anti-fraud measures in the field of EU Cohesion Policy - 17CH2002	376	CHAMBER II	05/12/17	CHAMBER II	MEMBER	<p>Chamber 2 is planning an audit on anti-fraud measures in the field of EU Cohesion Policy. The audit involves different procedures with data protection implications:</p> <p>Module 1 - An analysis of data on suspected and established fraud cases extracted from the Irregularity Management System (IMS) under the responsibility of OLAF, including in particular information on the suspected perpetrator(s). The data set will be saved in the task folders in H://drive in a restricted folder only accessible by the audit team.</p> <p>Module 2- An on-line survey among programme authorities. The survey will be based on information extracted from the IT application SFC 2014, jointly managed by DG REGIO and DG EMPL. In particular, the email addresses of the authorities mentioned in the system will be used for distributing the link to the questionnaire. Replies will be temporarily stored at the servers of the survey provider and then saved into the in the task folders in H://drive. If requested, the full set of replies (none of which will contain personal data) will be made available to DG REGIO, DG EMPL and OLAF. We may consider to anonymise the replies to the questionnaire.</p> <p>Modules 3 and 4 - A series of interviews with programme authorities and other relevant actors in the field of counter fraud, to be performed on-the-spot or through video-conferences. We will keep attendance lists and notes for each of the meetings for audit documentation and follow-up purposes.</p>
Audit whether the Commission make good use of the venture capital instruments - 17CH4004	377	CHAMBER IV	05/12/17	CHAMBER IV	MEMBER	<p>Personal data will be used to contact & interview people, organise meetings visits and survey (DGs GROW, RTD, R&I and ECFIN, stakeholders, venture capital fund managers (Invest Europe and Luxembourg Private Equity Association) , EU-backed venture-capitalists, organisations representing start-up enterprises and European Investment Fund)</p>
Landscape review Mobility & Transports - 18CH2001	378	CHAMBER II	19/12/17	CHAMBER II	MEMBER	<p>To be able to contact people and organise meetings</p>
SESAR deployment Single European Sky 18CH2003	379	CHAMBER II	15/01/18	CHAMBER II	MEMBER	<p>To be able to contact different stakeholders dealing with issues under the scope of the SESAR deployment audit and to be able to contact people/organise meetings/visit auditees.</p>
Audit on whether the EU support to research and innovation is well designed and implemented to contribute effectively to energy and climate goals 18CH1005	380	CHAMBER I	01/01/18	CHAMBER I	MEMBER	<p>Personal data will be used to contact people, organise meetings and conferences Interviews/conference with DGs RTD, ENER, MOVE, CLIMA, JRC, GRO, management and staff in other relevant EU-level organisations, including at INEA, EIT, JU FCH, EIB and EIF + stakeholders from industry, research sector and beneficiaries of EU spending programmes. Consultation of external sector experts and a professor from University</p>
18CH1004 Cross border Health care	381	CHAMBER I	22/01/18	CHAMBER I	MEMBER	<p>Personal data will be used to contact people, organise meetings and audit visits.</p> <p>To provide a list of contact details of experts in cross-border healthcare from Member States who will be requested to participate in a online survey. The replies of the experts, on a voluntary basis, will be evaluated.</p> <p>Personal data will also be used to contact project beneficiaries.</p>
Audit on whether the Joint Undertakings implemented Joint Technology Initiatives with EU-added value in an effective, efficient, and open and transparent manner. task 16PRF204	382	CHAMBER IV		CHAMBER IV		<p>non retenu</p>
Audit on the vulnerability of e-commerce to VAT and customs fraud and error 17CH4001	383	CHAMBER IV	05/02/18	CHAMBER IV	MEMBER	<p>To analyse tax and import declarations and to be able to contact people/organise meetings/visit auditees</p>
Audit of whether ethical framework is well established in the EC, EP and Council 18CH5002	384	CHAMBER V	28/02/18	CHAMBER V	MEMBER	<p>To be able to contact people. To analyse whether the ethical framework requirements are well established. To sample participants of the survey and to send out the invitation to survey.</p>

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Audit on whether the EU information systems for internal security effectively supporting border control 18CH3018	385	CHAMBER III	02/03/18	CHAMBER III	MEMBER	Personal data might be used to contact officials involved in management and operation of EU system related to border control, to be able to contact people and organize meetings. E-mails addresses of border guards will be used to send them a questionnaire (survey)
Briefing Paper: the EU's cybersecurity policy Task 18CH3020	386	CHAMBER III	24/03/18	CHAMBER III	MEMBER	Personal data will be used to contact people, organise meetings and audit visits. To provide a list of contact details of SAI liaison officers who will be requested to participate in a survey.
Fund for European Aid to the Most Deprived (FEAD) 18CH2007	387	CHAMBER III	06/04/18	CHAMBER III	MEMBER	Personal data will be used to contact people involved in FEAD, organise meetings with Commission staff, visit authorities, NGO's, other organisations and beneficiaries. Survey: Officials in managing authorities (28) will be requested to participate in a survey. The replies (no personal opinions but opinions of the organisation), on a mandatory basis, will be evaluated.
Effectiveness of EU support and special measures for farmers' income stabilisation. 18CH1006	388	CHAMBER I	06/04/18	CHAMBER I	MEMBER	Personal data will be used to contact people, organise meetings with Commission staff (DG AGRI), contact/visit Member States authorities, OECD, partners (Insurance companies/Mutual Funds), beneficiaries and farmers organisations Survey: Officials in managing authorities (28 MS) will be requested to participate in a survey. The replies (opinion on the need and use of the Risk Management Tools), will be evaluated. Questionnaire (farmers) Interviews (Commission, Member State representatives (incl paying agencies), Insurance Companies, mutual funds & beneficiaries) Selection of experts (by means of CVs)
Audit on EBA's management of the stress-test exercise ECB....	389	CHAMBER IV	10/04/18	CHAMBER IV	MEMBER	Personal data will be used to contact people, organise meetings and audit visits (EBA, ESRB, CA). E-mail addresses will be used to carry out a survey (National commercial banks and possibly national supervisory authorities will be requested to participate). The replies, on a voluntary basis, will be evaluated. Some experts will be selected based on their CV.
EU-Competition policy 18CH4004	390	CHAMBER IV	12/04/18	CHAMBER IV	MEMBER	Personal data might be used to analyse - to organise meetings with Commission staff and staff of national competition authorities - the assignment of Commission staff to cases - Commission files on cartel and antitrust investigations
Processing of personal data from ECA's visitors	391	HR, FINANCE & GENERAL SERVICES (SG1)	15/07/10	SECURITY & SAFETY SERVICE (SSS)	PHYSICAL SECURITY OFFICER	Processing of personal data from visitors to ECA's premises.
INEA	392	CHAMBER II	23/04/18	CHAMBER II	MEMBER	The audit focuses on set up and organisation of INEA and efficiency and effectiveness of INEA's implementation of the delegated parts of the specific programmes that have been entrusted to it INEA's staff data will be audited to measure its resources efficiently. To be able to contact people/organise meetings/visit auditees (INEA, beneficiaries, stakeholders) To measure INEA's resources management. To evaluate the project selection process" (for experts CVs)
Foresight reflection group	393	Foresight reflection group	16/05/18	DOP	Chair foresight reflection group	Collect ideas and information from different interest groups, discuss with them and later on evaluate their input and publish conclusions in a report.
EU Support to Morocco	394	CHAMBER III	17/05/18	CHAMBER III	MEMBER	Examination of the Commission's budget support and related technical assistance projects (Health policy, Social/Welfare services, Legal and Judicial Development, Trade policy)
A briefing paper legal opinion on accountability and audit arrangements for the proposed European Monetary Fund (EMF)	395	CHAMBER IV	17/05/18	CHAMBER IV	MEMBER	A briefing paper/legal opinion on accountability and audit arrangements for the proposed European Monetary Fund (EMF) Personal data will be used to contact people, organise meetings and audit visits. To contact stakeholders
Traitement des réponses du personnel quittant la Cour "Exit interview"	396	HR, FINANCE & GENERAL SERVICES (SG1)	18/05/18	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Interviews are designed to obtain feedback of leaving staff to identify what are the main reasons for them to leave, and get feedback on various topics which are important to ECA. Although the interview is face to face, the transcription of the answers are anonymous (transcribed in an excel file, with no identifying data of the interviewed person). The data will be gathered and analysed in order to propose actions and improvements in the HR policies of the ECA. Answers will be clustered by year.

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Do the Commission and Member States know what implementing Cohesion funds costs and do they use this information in a meaningful manner 17CH2001	397	CHAMBER II	24/05/18	CHAMBER II	MEMBER	Personal data might be used: - to be able to contact people/organise meetings/visit auditees involved in managing the implementation of funds at the level of the European Commission and selected Member States; - to verify implementation costs including salary costs; - to launch an online survey addressed to authorities in the Member States.
Traitement de demandes de prêt à la bibliothèque ECA	398	INFORMATION, WORKPLACE & INNOV (SG2)	09/08/18	LIBRARY & ARCHIVES	DIRECTOR	Library Service - Manage the library resources :Registration of staff (borrower)
Opinion on Common Agricultural Policy CAP 18CH10PI	399	CHAMBER I	01/06/18	CHAMBER I	MEMBER	Personal data might be used to contact officials involved in developing the Common Agricultural Policy post 2020 (Pillar 1 and 2) and to be able to contact people/organise meetings with external experts.
Opinion on the rule of law 18CH5OPIa	400	CHAMBER V	04/06/18	CHAMBER V	MEMBER	Personal data will be used to contact people, organise meetings
Audit on the public consultation during EU law-making process. 18CH5004	401	CHAMBER V	10/04/18	CHAMBER V	MEMBER	Public (Citizens) participation EU-lawmaking (survey) The audit will evaluate if the Commission ensures that public consultation contributes to an effective EU law-making. Personal data will be used to contact people, organise meetings and visits, and select a panel of experts. A survey will be run to collect the opinion of citizens that participated during the EU law-making process. The survey will be anonymous but respondents can communicate their contact details in the case they want to participate in the prize drawing contest.
GreenHouseGases (GHG) 18CH1007	402	CHAMBER I	07/06/18	CHAMBER I	MEMBER	Personal data might be used to contact and organise audit visits, meetings with Commission staff, independent experts, stakeholders, Member State officials involved in monitoring, reporting and verification of GHG emissions.
What was the EU reaction to the vehicle emissions scandal 18CH1009	403	CHAMBER I	11/06/18	CHAMBER I	MEMBER	The review aims to provide the citizens and the European Parliament with state of play following the diesel scandal which erupted in 2015 and EU response to it. It is based on the analysis of the EU legislation in force in 2015 and its subsequent developments. Personal data will be used to contact people, organise meetings and audit visits. The review will include launching a survey that will be anonymous and voluntary to the respondents.
ECA's peer review	404	SECRETARIAT-GENERAL (SGL)	14/06/18	SECRETARY GENERAL (SGL)	Directorate of the AQC	Review and measure the compliance within ECA's ethical framework The contact detail of ECA's staff will be extracted from the HR system and used to invite staff to take part in a survey. Eventually some staff will be interviewed.
Opinion on volunteering Survey interest for volunteering (eventually organising a reward)	405	HR, FINANCE & GENERAL SERVICES (SG1)	20/06/18	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	Surveys designed to get feedback on interest in participating to volunteer actions. The data should be gathered and analysed to decide of the implementation and modalities of attributing award(s) to ECA staff.
Opinion of ECA on the Commission's proposal of 29 05 Common Provisions Regulation (CPR)	406	CHAMBER II	20/06/18	CHAMBER II	MEMBER	Opinion of the European Court of Auditors on the Commission's proposal of 29 May 2018 on the CPR. Collection of evidence for a review, personal data might be used to contact people and organise meetings/interviews.
ATOM-ECA AUDIO-VISUAL ARCHIVES	407	SECRETARIAT-GENERAL (SGL)	07/08/18	LIBRARY & ARCHIVES	DIRECTOR	Keep and when not in a digital format, digitalise pictures, videos and audio material into the historical archives and enrich them with meta data. Use the media in publications or upon request of the public, publishers,journalists, etc.
European Environmental Economic Accounts EA 18CH1011	408	CHAMBER I	30/08/18	CHAMBRE I	MEMBER	Personal data will be used to contact people and organise meetings/visits and contact 10 to 15 experts who will be requested to participate in an online survey (voluntary basis)
OLAF Opinion Regulation 883	409	CHAMBER V	25/09/18	CHAMBER V	MEMBER	Personal data might be used to contact OLAF. During examination of the proposal and before presenting, the draft Opinion to Chamber V for reading, meetings will be organized with OLAF in order to share with them the comments we intend to raise and the suggestions we consider to make. To be able to contact people/organise meetings and interviews.
External translators including evaluation of translation quality	410	TRANSLATION & LANGUAGE SERVICES (SG3)	05/10/18	TRANSLATION & LANGUAGE SERVICES (SG3)	Director	Management of external translators and the quality control of their translation
Audit on the EU development aid to Kenya 18CH3017	411	CHAMBER III	08/10/18	CHAMBER II	MEMBER	Performance audit that will assess the allocation of the global amount of EDF funding to Kenya, the selection of sectors to fund within the country and effectiveness of the aid. Personal data will be treated of the interviewed/visited/contacted persons within the Commission, EU Delegations, CSOs, UN, international organisations, embassies in Kenya and national authorities.

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Audit on Transport Flagship Infrastructure 18CH2004	412	CHAMBER II	08/10/18	CHAMBER II	MEMBER	Audit on whether the Commission has ensured that EU co-funded cross-border Transport Flagship Infrastructures on the EU core transport network are well planned and can deliver sustainable results. Personal data will be processed to contact and organise meeting with auditees and external experts. The selection of external experts will be done based on previous contacts and known expertise.
Audit on Asylum relocation and returns 19CH3021	413	CHAMBER III	16/10/18	CHAMBRE III	MEMBER	Asylum, Relocation and Return of Migrants Audit. Personal data will be collected during meetings or by post/email from the Commission and from the Member States and used to contact people and organise meetings
Audit on Urban mobility 18CH2005	414	CHAMBER II	16/10/18	CHAMBER II	MEMBER	The audit is based on the analysis of the EU policies addressing urban mobility and their implementation, especially through EU funds. Personal data might be used to contact officials who manage programmes that fund measures impacting urban mobility, both in the Member States and in the Commission. Personal data will be used to be able to contact people/organise meetings/visit auditees and organise a survey
Briefing Paper on Defense 19CH3023	415	CHAMBER III	18/10/18	CHAMBER III	MEMBER	Briefing paper that will provide an overview of the EU defence policy. The audit may require to process with personal data of the interviewed/visited/contacted persons within the Commission, EEAS, national authorities, private companies, think-tanks and academia.
Review of the EU's 2018 budgetary and financial management 18CH4BMT.	416	CHAMBER V	22/10/18	CHAMBER V	MEMBER	Examine whether EU budgetary and financial management in 2018 functioned smoothly and was reported on fairly by the Commission.
Instant Messaging (online chatting and online meetings)	417	INFORMATION, WORKPLACE & INNOV (SG2)	31/10/18	INFORMATION, WORKPLACE & INNOV (SG2)	Director	Permit the online chatting between one or more staff and organise on-line meetings.
EU action to fight antimicrobial resistance 18CH1010	418	CHAMBER I	08/11/18	CHAMBER I	MEMBER	To assess whether the Commission and relevant agencies manage well key activities and resources to support Member States and EU research aimed at fighting antimicrobial resistance (AMR).
Is the EU support to European cultural sites well managed (19CH2002)	419	CHAMBER II	12/11/18	CHAMBER II	MEMBER	To assess whether the EU support for European cultural sites is well managed.
Rapid case review on the financial support granted to Euronews (19CH4008)	420	CHAMBER IV	28/11/18	CHAMBER IV	MEMBER	Will describe and analyse the current system of monitoring by the Commission of Euronews financial support. Personal data will be used to contact Commission staff and organise meetings with them.
Audit on the EU action on Ecodesign and Energy Labelling 19CH1004	421	CHAMBER I	23/11/18	CHAMBER I	MEMBER	To verify the effectiveness of the EU action on Ecodesign and Energy Labelling to the EU energy efficiency and environmental objectives
Antimicrobial resistance 18CH1010	422	CHAMBER I	08/11/18	CHAMBER I	MEMBER	To assess whether the Commission and relevant agencies manage well key activities and resources to support Member States and EU research aimed at fighting antimicrobial resistance (AMR).
Do EU actions related to integrated pest management, including low-risk plant protection products, contribute effectively to more sustainable agricultural practices Pesticides 19CH1001	423	CHAMBER I	20/12/18	CHAMBER I	MEMBER	Personal data will be used to contact officials in the Commission/ Agencies /Member States involved in the design and/or implementation of the EU pesticides policy. Furthermore, personal data may be used to contact representatives of farmers/industry/environmental interest organisations, other European countries (possible CH), farmers, research bodies, or other stakeholders
Innovation by SMEs SMEI 19CH4003	424	CHAMBER IV	21/12/18	CHAMBER IV	MEMBER	Interviews with staff from EU Commission, Agencies and stakeholders. Survey questionnaire to beneficiaries of instrument, national contact points and expert evaluators.
Use of SHUTTERSTOCK	425	DIRECTORY OF THE PRESIDENCE (DOP)	14/01/18	DIRECTORY OF THE	DIRECTOR	Base de données images/photos
Reporting on sustainable development 19CH5006	426	CHAMBER V	27/11/18	CHAMBER V	MEMBER	Rapid case review whereby experts will be interviewed to collect information for the review. A survey will be launched to collect as well information for the review.

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Audit of the Commission's role in the design and the monitoring of the effective implementation of national frameworks 18CH4005	427	CHAMBER IV	13/12/18	CHAMBER IV	MEMBER	Personal data might be used to contact and organise audit visits, meetings with Commission staff, experts, stakeholders, Member State officials Carry out a survey to gather views of the national Independent Fiscal Institutions
Transfer of staff data to EU Member States Permanent Representations (Article 15 Protocol & Immunities)	428	HR, FINANCE & GENERAL SERVICES (SG1)	07/02/19	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	To answer to requests from Member States' Permanent Representations or Embassies aimed at enabling them to: - contact staff for administrative, electoral, military, cultural or social issues related to the country of origin - Follow the numbers of Member State's nationals in the European institutions - Maintain regular working relations of Member States and European institutions in the framework of the implementation of the Treaties
Audit on the European Investment Advisory Hub it it supported the boost for investment in the EU 19CH5002	429	CHAMBER V	21/11/18	CHAMBER V	MEMBER	Verify if the EIAH has supported the boost for investments in EU
Audit of the EU Agencies to verify if they are performance driven 19CH4004	430	CHAMBER IV	19/02/19	CHAMBER IV	MEMBER	Verify if the EU Agencies are performance driven.
Auditing EU Security and Defence Policy conference workshop	431	SECRETARIAT-GENERAL (SGL)	27/02/19	SECRETARIAT-GENERAL (SGL)	SECRETARY GENERAL	filming (including real time web streaming on social media) and taking photos at the conference
Biodiversity on farmland audit 19CH1005	432	CHAMBER I	20/02/19	CHAMBER I	MEMBER	personal data might be used: - to be able to contact people/organise meetings/visit auditees involved in managing the implementation of funds at the level of the European Commission and selected Member States; - to launch an online survey addressed to authorities in the Member States and to an panel of experts
Enforcement of the EU trade defence policy Trade Defence Instruments TDI 18CH4009	433	CHAMBER IV	06/03/19	CHAMBER IV	MEMBER	personal data might be used: - to be able to contact people/organise meetings&interviews/visit auditees, stakeholders involved; - to launch an online survey addressed to companies or industrial associations
Performance audit on the use of new technologies in agri-monitoring 19CH1007	434	CHAMBER I	12/03/19	CHAMBER I	MEMBER	Performance audit on the use of new technologies in agri-monitoring 19CH1007
Audit on Child poverty 19CH2004	435	CHAMBER II	14/03/19	CHAMBER II	MEMBER	Data will be used to organise interviews with staff from EU Commission, Agencies, their network and the stakeholders, interviews with Member States' managing authorities and final beneficiaries.
Statement of assurance (DAS) chapter 1 Reliability of the accounts	436	CHAMBER V	19/03/07	CHAMBER V	MEMBER	Provide the statement of assurance (DAS) for the relevant Chapter Interviews with staff from EU Commission, Agencies, and stakeholders. On-the-spot visits, sampling to select the transactions that contain the hit euro and other organisations linked to the EU budget spending.
Statement of assurance (DAS) chapter 2 Financial and budgetary management	437	CHAMBER V	19/03/07	CHAMBER V	MEMBER	Provide the statement of assurance (DAS) for the relevant Chapter Interviews with staff from EU Commission, Agencies, and stakeholders. On-the-spot visits, sampling to select the transactions that contain the hit euro and other organisations linked to the EU budget spending. Carry on surveys to get feedback from Commission & Member States
Statement of assurance (DAS) chapter 3 Getting results from the EU budget	438	CHAMBER V	19/03/17	CHAMBER V	MEMBER	Provide the statement of assurance (DAS) for the relevant Chapter Interviews with staff from EU Commission, Agencies, and stakeholders. On-the-spot visits, sampling to select the transactions that contain the hit euro and other organisations linked to the EU budget spending. Carry on surveys to get feedback from Commission staff
Statement of assurance (DAS) chapter 4 Revenue	439	CHAMBER V	19/03/07	CHAMBER V	MEMBER	Provide the statement of assurance (DAS) for the relevant Chapter Interviews with staff from EU Commission, Agencies, and stakeholders. On-the-spot visits, sampling to select the transactions that contain the hit euro and other organisations linked to the EU budget spending.
Statement of assurance (DAS) chapter 5 Competitiveness	440	CHAMBER IV	19/03/07	CHAMBER IV	MEMBER	Provide the statement of assurance (DAS) for the relevant Chapter Interviews with staff from EU Commission, Agencies, and stakeholders. On-the-spot visits, sampling to select the transactions that contain the hit euro and other organisations linked to the EU budget spending.

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Statement of assurance (DAS) chapter 6 Cohesion	441	CHAMBER II	19/03/07	CHAMBER II	MEMBER	Provide the statement of assurance (DAS) for the relevant Chapter Interviews with staff from EU Commission, Agencies, and stakeholders. On-the-spot visits, sampling to select the transactions that contain the hit euro and other organisations linked to the EU budget spending.
Statement of assurance (DAS) chapter 7 Natural resources CHAMBER 1 (2019)	442	CHAMBER I	19/03/17	CHAMBER I	MEMBER	Provide the statement of assurance (DAS) for the relevant Chapter Interviews with staff from EU Commission, Agencies, and stakeholders. On-the-spot visits, sampling to select the transactions that contain the hit euro and other organisations linked to the EU budget spending. Carry on surveys to get feedback from paying agencies
Statement of assurance (DAS) chapter 8 Security and citizenship	443	CHAMBER III	19/03/07	CHAMBER III	MEMBER	Provide the statement of assurance (DAS) for the relevant Chapter Interviews with staff from EU Commission, Agencies, and stakeholders. On-the-spot visits, sampling to select the transactions that contain the hit euro and other organisations linked to the EU budget spending.
Statement of assurance (DAS) chapter 9 Global Europe	444	CHAMBER III	19/03/07	CHAMBER III	MEMBER	Provide the statement of assurance (DAS) for the relevant Chapter Interviews with staff from EU Commission, Agencies, and stakeholders. On-the-spot visits, sampling to select the transactions that contain the hit euro and other organisations linked to the EU budget spending.
Statement of assurance (DAS) chapter 10 Administration	445	CHAMBER V	19/03/07	CHAMBER V	MEMBER	Provide the statement of assurance (DAS) for the relevant Chapter Interviews with staff from EU Commission, Agencies, and stakeholders. On-the-spot visits, sampling to select the transactions that contain the hit euro and other organisations linked to the EU budget spending.
Statement of assurance (DAS) European Development Funds	446	CHAMBER III	19/03/07	CHAMBER III	MEMBER	Provide the statement of assurance (DAS) for the relevant Chapter Interviews with staff from EU Commission, Agencies, and stakeholders. On-the-spot visits, sampling to select the transactions that contain the hit euro and other organisations linked to the EU budget spending.
Briefing paper on Better Regulation 19CH5001	447	CHAMBER V	04/04/19	CHAMBER V	MEMBER	Briefing paper on Better Regulation
Audit on Milk and dairy products 19CH1008	448	CHAMBER I	09/04/19	CHAMBER I	MEMBER	Understand the reasons why Member States have selected specific measures within a menu offered by the Commission and evaluate their effectiveness to tackle the milk crisis
Digitising European Industry 19CH2003	449	CHAMBER II	11/04/19	CHAMBER II	MEMBER	Interviews with staff from EU Commission, Managing authorities, Member States authorities, digital innovation hubs (DIHs), project beneficiaries and stakeholders. An expert group will be organised at the end of the audit to discuss the preliminary findings and potential recommendations.
Audit Roads connecting European regions 19CH2001	450	CHAMBER II	10/01/19	CHAMBER II	MEMBER	Personal data might be used to contact officials who are dealing with the subject, both in the Member States and in the Commission. Personal data might also be used to be able to contact people/organise meetings/visit auditees, other stakeholders.
Performance and compliance audit on the free allocation of allowances under the EU Emissions Trading Scheme. 19CH1010	451	CHAMBER I	24/04/19	CHAMBER I	MEMBER	This audit aims at checking whether the Commission manages the free allowances in line with the relevant legal provisions, as well as to check whether the COM's method for deciding on the issue provide an incentive to reduce emissions.
Performance audit on Marine Environment 19CH1009	452	CHAMBER I	25/04/19	CHAMBER I	MEMBER	Personal data will be used to contact people, organise meetings, audit visits, interviews, and substantive testing on files. An expert group will be organised during the audit, based on recommendations from stakeholders and on internet research, as a means to gather additional insights into the issue. The audit team will also conduct a survey of national authorities involved in the implementation of the EU ETS.
Survey on ECA staff mobility	453	SECRETARIAT-GENERAL (SGL)	03/05/19	INFORMATION, WORKPLACE & INNOV (SG2)	DIRECTOR	Estimate GHG emission from staff commuting
Performance audit on the closure of 2007-2013 financial instruments in cohesion 19CH2008	454	CHAMBER II	13/05/19	CHAMBER II	MEMBER	Member States and the Commission have properly verified and assessed FISM expenditure at the time of the closure of 2007-2013 Operational programmes Organise interviews with programme authorities and relevant actors in the field of FISM management. Organise a survey
Sondage au sein de DIWI Bât -Service Now	455	SECRETARIAT-GENERAL (SGL)	21/05/19	INFORMATION, WORKPLACE & INNOV (SG2)	DIRECTOR	Sondage Service Portal - Service Now
Outside activity	456	HR, FINANCE & GENERAL SERVICES (SG1)	11/06/19	HUMAN RESOURCES SERVICES	DIRECTOR	REQUESTS/AUTORISATIONS OF OUTSIDE ACTIVITIES
Auditing the Exchange of tax information in the EU 19CH4002	457	CHAMBER IV	11/06/19	CHAMBER IV	MEMBER	Interviews with Commission's and Member States' officials. Personal data (e-mails, name, surname and telephone numbers) will be included in attendance lists and in correspondence. During the audit work, other personal data related to EU taxpayers (companies and individuals) might be received by the auditors.
Conference organisation and survey	458	CHAMBER V	18/06/19	CHAMBER V	MEMBER	Sustainability Reporting Forum: Trust, Transparency & the role of Auditors

Processing	N° / REF	Direction responsable de la mise en œuvre du traitement	Date de renseignement de la fiche	Service chargé de la mise en œuvre du traitement	Responsable du service en charge du traitement	Purpose of the processing
Annual Report (Part B) on performance - 19CHRES	459	CHAMBER V	20/06/19	CHAMBER V	MEMBER	Annual Report (Part B) on performance
Contingent liabilities - 19CH4SCL	460	CHAMBER IV	04/06/19	CHAMBER IV	MEMBER	The Court of Auditors shall, in particular, report on any contingent liabilities (whether for the Board, the Council, the Commission or otherwise) arising as a result of the performance by the Board, the Council and the Commission of their tasks under this Regulation.
EU STAFF SURVEY	461	CHAMBER IV	01/07/19	CHAMBER IV	MEMBER	Audit on the efficiency of the European Personal Selection Office
Audit on building an effective Capital Markets Union	462	CHAMBER IV	15/07/19	CHAMBER IV	MEMBER	Audit on whether Capital Markets Union policy actions taken at EU level were successful to increase access to finance for companies and to address cross-border barriers. The audit is based on the analysis of the evidence collected through: 2 surveys; information gathering visits to public authorities of 5 selected Member States; interviews with responsible DGs (DG FISMA and the SRSS - the auditee, and other COM services - DG JUST, DG TAXUD, DG GROW, DG ECFIN) and stakeholders. Personal data will be used to contact people, organize meetings and audit visits. To be able to invite participants in a survey and collect their opinions.
Request for information and access to documents	463	DIRECTORY OF THE PRESIDENCE (DOP)	29/07/19	LEGAL SERVICE (JUR)	PRINCIPAL MANAGER	Citizens or other external requestors might contact the ECA via the Internet contact form, by email or through other means to request information or request ECA's access to documents. Personal data is processed to identify the requestor, if he has already contacted us in the past, and reply to his request,
Do Cross border cooperation (CBC) programmes effectively address the challenges of the border regions?	464	CHAMBER II	16/08/19	CHAMBER II	MEMBER	The audit's main objective will be to assess if the Cross- border cooperation, the main strand of the European Territorial Cooperation goal, effectively addresses the challenges of border regions cooperating within a CBC programme. Organise audit visits, meetings and interviews with the CBC Managing authority, beneficiaries/project managers and with DG Regio staff