

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (at the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures
ECA Belgian Cabinet Newsletter	592	CABINET	16/06/21	BE CABINET	MEMBER	16/06/21		Dissemination of a quarterly newsletter on Belgium-related audit findings from the ECA reports.		Name/surname, organisation, entity, function, email address.	End of the Member's mandate or unsubscription		AQC, LS						Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training
Audit of the targeting of EU support for young farmers	319	CHAMBER I	25/02/16	CHAMBER I	MEMBER	25/02/16		Audit based on the analysis of measures 112 "Setting-up of young farmers" and 6 "Farm and business development of rural development programmes", the top-up to the basic direct payment under the CAP and the administrative procedures which led to their approval by the Commission.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the effectiveness of the EU system for fisheries controls	320	CHAMBER I	29/02/16	CHAMBER I	MEMBER	29/02/16		Audit examining whether the management of the European fishing fleet and its capacity was effective, whether reliable catch data was collected, verified and reported, whether fish stock conservation measures were monitored effectively and whether inspections were carried out appropriately and sanctions correctly applied	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
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	22/03/16		To organise meetings and audit visits. The personal data of farmers was transferred to the ECA by MS authorities and used to verify the accuracy of payments and calculations and farmers' eligibility for support from the EU budget.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on the contribution made by greening to the environmental and climate performance of the CAP	341	CHAMBER I	29/09/16	CHAMBER I	MEMBER	29/09/16		Audit of the design and implementation of greening, at three levels: EU, MSs and farmers. No individual CAP beneficiaries were audited directly. The audit did, however, review and use the results of audit work on individual CAP beneficiaries (still being carried out in the context of the DAS. Otherwise the audit only used aggregated statistical data in the public domain and obtained from the Commission, MS authorities, farmers' organisations, environmental organisations and other stakeholders. Personal data was used to contact Commission and MS officials involved in the design and/or implementation of greening, cross-compliance and agri-environment measures, as well as representatives of farmers' organisations, environmental organisations and other stakeholders.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training
Audit of the implementation of EU renewable energy policy in rural areas (EAFRD 2007-2013 and 2014-2020) by the Commission and Member States (task 16CH1003)	343	CHAMBER I	12/10/16	CHAMBER I	MEMBER	12/10/16		Personal data was used to contact people and organise meetings and audit visits.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on implementation of the Ambient Air Quality Directive and the effectiveness of EU support for air quality policy (task 17CH1004)	355	CHAMBER I	04/04/17	CHAMBER I	MEMBER	04/04/17		Personal data was used to contact officials involved in implementing Directive 2008/50/EC; to analyse compliance and the effectiveness of action taken, and Personal data was used to contact people / organise meetings or visits to auditees.	Commission and European Environment Agency officials; MS and local officials; final beneficiaries	Full name, telephone no., email address, function, entity	7 years							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
NER300: Instruments for climate action (task 17CH1005)	357	CHAMBER I	04/05/17	CHAMBER I	MEMBER	04/05/17		Personal data was used to contact officials involved in the management and implementation of NER300 and related instruments, and to conduct a survey.	Officials of the Commission, national officials, final beneficiaries and stakeholders	Full name, telephone no., email address, function, entity	7 years							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on the implementation of flood-related action and the effectiveness of EU support for its flood policies (task 17CH1002)	362	CHAMBER I	06/07/17	CHAMBER I	MEMBER	06/07/17		Personal data used Personal data was used to contact people and organise meetings and audit visits.	Commission officials; MS and local officials; final beneficiaries	Full name, telephone no., email address, function, entity	7 years							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the effectiveness of EU farm animal welfare measures (task 17CH1005)	364	CHAMBER I	24/07/17	CHAMBER I	MEMBER	24/07/17		Personal data used to contact people and organise meetings and audit visits. Details of experts at the European Food Safety Agency were used to organise a consultative panel.	Commission officials; staff of stakeholder organisations; MS officials; businesses; final beneficiaries	Full name, telephone no., email address, function, entity	7 years							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on the effectiveness and efficiency of measures to combat desertification in the EU (task 18CH1002)	367	CHAMBER I	03/10/17	CHAMBER I	MEMBER	03/10/17		Audit based on analysis of the EU's and MS' strategies to combat desertification, their implementation through various policy instruments, systems for monitoring areas at risk of desertification. Personal data was used to contact people and to organise meetings and audit visits.	Commission officials; MS and regional authorities; final beneficiaries; UNCCD and EEA representatives; scientific experts; managing authorities; final beneficiaries	Full name, telephone no., email address, function, entity	7 years							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of controls on the production, processing, distribution and import of organic products (task 17CH1006)	370	CHAMBER I	07/11/17	CHAMBER I	MEMBER	07/11/17		Audit to assess organic production controls by assessing the legal framework in the EU, MSs and third countries; procedures and checks at the Commission and in MSs, third countries and control bodies; down to the level of farmers. Personal data was used to contact people and to organise meetings and audit visits.	Commission officials; MS officials; employees of private control bodies; organic farmers	Full name, telephone no., email address, function, entity	7 years							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the design and implementation of the EU food safety model (task 18CH1001)	371	CHAMBER I	13/11/17	CHAMBER I	MEMBER	13/11/17		Personal data was used to contact Commission and MS officials involved in the design and/or implementation of the EU food safety model. To identify businesses for on-the-spot visits in MSs. Possibly, Personal data was used to contact representatives of international organisations or other stakeholders.	Commission and EU agency officials; MS officials; businesses in selected Member States; representatives of international organisations; other stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS					Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the design and practice of EU support for research and innovation in the energy and climate field (task 18CH1005)	380	CHAMBER I	01/01/18	CHAMBER I	MEMBER	01/01/18		Audit on whether the EU support to research and innovation is well designed and implemented to contribute effectively to energy and climate goals. Personal data was used to contact people and organise meetings and interviews.	Commission officials (DGs RTD, ENER, MOVE, CLIMA, JRC and GRD); management and staff from other EU bodies, including INEA, ET, JU, FCH, EIB and EF; stakeholders from industry and the research sector; beneficiaries of EU spending programmes; external experts including a university professor	Name, first name, telephone no., email address, function, administrative address, expert(s)/professor(s)/ professional certificates (CVs)	7 years		AQC, LS				Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training		
Audit of cross-border healthcare (task 18CH1004)	381	CHAMBER I	22/01/18	CHAMBER I	MEMBER	22/01/18		Audit on whether EU actions in Cross-border healthcare in the EU deliver benefits to patients. Personal data was used to contact project beneficiaries and MS experts in cross-border healthcare, and to organise meetings and audit visits. The MS experts were invited to take part in an online survey, and their replies were evaluated.	Commission officials (DGs SANTE, CNECT, ENRF and REGIO, CHAFEA); MS officials (5 per MS); cross-border healthcare stakeholder groups (including the Rare Diseases in Europe Organisation and the European Patient Forum); experts; staff of national contact points; coordinating beneficiaries (at least 8); final beneficiaries.	Name, first name, telephone no., email address, function, administrative address, expert's CVs	7 years		AQC, LS				Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training		
Audit of the effectiveness of EU support and special measures for farm income stabilisation (task 18CH1006)	388	CHAMBER I	06/04/18	CHAMBER I	MEMBER	06/04/18		Audit on the assessment of the measures implemented (or not) and public assistance to insurance (or not). Personal data was used to contact people and organise meetings and interviews. Officials from managing authorities were invited to respond to a survey on risk management tools. Farmers were sent a questionnaire. Experts were selected on the basis of CVs. Personal data was used to contact officials involved in developing Pillars 1 and 2 of the CAP post-2020, and Personal data was used to contact and organise meetings with external experts.	Commission (DG AGR) officials; MS officials; OECD; insurance companies / mutual funds; farmers' organisations	Full name, email, tel.no, function, organisation; CVs (experts)	7 years		AQC, LS				Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training		
Opinion on the common agricultural policy (task 18CH1001)	399	CHAMBER I	01/06/18	CHAMBER I	MEMBER	01/06/18			Commission officials; external experts	Name, first name, telephone no., email address, function, administrative address, external expert's CVs	7 years		AQC, LS					Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on the monitoring, reporting and verification of greenhouse gas emissions (task 18CH1007)	402	CHAMBER I	07/06/18	CHAMBER I	MEMBER	07/06/18		The audit is based on the analysis of the actions taken by the Commission to ensure that it has reliable data on emissions and projections policies and measures for tracking progress towards climate targets. Personal data was used to contact people and organise audit visits and meetings. Information from Member States was collected via questionnaires (survey). A list of contact details of experts will also be treated in order to organise an expert panel.	Commission and Member State officials; staff of stakeholder organisations; external experts	Full name, tel no, email address, function, administrative address	7 years		AQC, LS				Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place; Awareness training		

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Review of the EU reaction to the 2015 vehicle emissions scandal (task 18CH1009)	403	CHAMBER I	11/06/18	CHAMBER I	MEMBER	11/06/18		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 was used to contact people, organise meetings and audit visits. The review included an anonymous survey.	Commission and JRC officials; 10-15 experts from NGOs, automobile clubs, manufacturers, consumer organisations; MS and urban environmental and technical/homologation departments; other stakeholders	Full name, tel no, email address, function, administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit of the European Environmental Accounts (task 18CH1011)	408	CHAMBER I	30/08/18	CHAMBER I	MEMBER	30/08/18		Audit on whether the European Environmental Economic Accounts are effectively managed and used by the European Commission. Personal data was used to contact people and organise meetings/visits. 10 to 15 experts were invited to take part in an online survey.	Commission officials (Eurostat, DG ENV, JRC, IEA); officials from the OECD, UN, World Bank and Institute for European Environmental Policy; MS officials	Full name, telephone no., email address, function, administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit of the EU's ecodesign and energy labelling measures (task 19CH1004)	421	CHAMBER I	23/11/18	CHAMBER I	MEMBER	23/11/18		The audit is based on the analysis of Ecodesign and Energy Labelling policy and its impact on energy efficiency and the environment. Personal data was used to contact people, hold interviews and arrange a survey.	Commission and EP staff; EU energy stakeholders; representatives of consumer organisations; experts	Full name, telephone no., email address, function, administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit on antimicrobial resistance (task 18CH1010)	422	CHAMBER I	08/11/18	CHAMBER I	MEMBER	08/11/18		Audit to assess the Commission's and agencies' management of key activities and resources to support MS and EU research into AMR. Data was used to contact people, arrange visits, meetings and organise a survey.	Commission, CHAFAE, ECDC, JU IMI, EFS, EMA, WHO and OECD officials; lead coordinators of JAMRAK work packages; animal health and food safety authorities in MS; managing authorities; European Federation of Pharmaceutical Industries and Associations; Access to Medicines Foundation; other stakeholders	Full name, telephone no., email address, function, administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit of integrated EU pest management actions and the sustainability of agricultural practices (task 19CH1001)	423	CHAMBER I	20/12/18	CHAMBER I	MEMBER	20/12/18		Personal data was used to contact individuals involved in the design and implementation of the EU's pesticides policy, as well as special-interest organisations, farmers, research bodies and other stakeholders. Representatives of farmers will be interviewed through a questionnaire	Commission/Agency/MS officials; farming/industry/environmental organisations; farmers; research bodies; other stakeholders	Full name, tel no, email address, function, administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit of biodiversity on farmland (task 19CH1005)	432	CHAMBER I	20/02/19	CHAMBER I	MEMBER	20/02/19		Audit of the effectiveness of the EU actions to halt the loss of biodiversity on farmland in the EU. Personal data was used to contact people/organise meetings/visit auditees at the Commission and in selected Member States, and to send an online survey to MS authorities and a panel of experts.	Commission (DG AGRI, DG ENV, DG ESTAT and DG JRC), MS and EEA staff; scientific experts; academics; think tanks; NGOs other stakeholders	Full name, telephone number, email address, function and administrative address	6 months for emails used for the survey	Checkmarket survey tool	AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on new technologies in agri-monitoring (task 19CH1007)	434	CHAMBER I	12/03/19	CHAMBER I	MEMBER	12/03/19		Performance audit on the use of new technologies in agri-monitoring. Personal data were used to organise meetings, identify experts, organise a survey	Commission staff, experts (researchers)	Full name and contact details of person met during the audits and use for the survey	7 years 6 months for emails used for the survey	Checkmarket survey tool	AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Statement of assurance (SoA/DAS) chapter 7	442	CHAMBER I	19/03/17	CHAMBER I	MEMBER	19/03/19		Annual Report, Chapter 7 MFF-2: Audit Natural resources. Interviews with EU staff and stakeholders, on-the-spot visits, sampling of transactions, surveys to obtain feedback from paying agencies.	Commission and Agency staff; stakeholders	Full name, function, organisation, telephone number, email address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit on milk and dairy products (task 19CH1008)	448	CHAMBER I	09/04/19	CHAMBER I	MEMBER	09/04/19		Understand the reasons why MSs have selected specific measures within a menu offered by the Commission and evaluate their effectiveness to tackle the milk crisis. Personal data were used to contact people, organise meetings, audit visits, interviews, and substantive testing on files and carry on a survey	Commission and MS officials; experts/scientists and academics; think tanks; paying agencies; NGOs; other stakeholders. Officials of managing authorities and/or farm advisory services were contacted for a survey.	Full name, telephone number, email address, function and administrative address	7 years 6 months for emails used for the survey	Checkmarket survey tool	AQC, LS, Accounting dept					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on the free allocation of allowances under the Emissions Trading Scheme (task 19CH1010)	451	CHAMBER I	24/04/19	CHAMBER I	MEMBER	24/04/19		Compliance checks of the Commission's management of free ETS allowances, and assessment of the impact of its decisions in this regard. Personal data was used to contact people, organise meetings, audit visits, interviews and conduct a survey	Commission and MS officials; experts scientists and academics; think tanks and other stakeholders	Full name, telephone number, email address, function and administrative address, Expert CVs	7 years	Checkmarket survey tool	AQC, LS, Accounting dept					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on the marine environment (task 19CH1009)	452	CHAMBER I	25/04/19	CHAMBER I	MEMBER	25/04/19		Audit on whether the EU policy and spending framework effectively addressed the main pressures to marine biodiversity and habitats. Personal data was used to contact people for meetings, audit visits and interviews, organise an expert panel and conduct a survey	ECA staff; survey respondents; representatives of the Commission and MS authorities; experts/scientists and academics; think tanks; other relevant stakeholders	Full name, function, organisation, telephone number, email address	7 years	Checkmarket survey tool	AQC, LS, Accounting dept					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on pollinators (task 19CH1006)	467	CHAMBER I	10/09/19	CHAMBER I	MEMBER	10/09/19		Audit on the decline of insect pollinators in the EU. Personal data was used to contact people, organise meetings, audit visits, interviews and collection of information.	Representatives of the audited authorities, the Commission and experts/scientists and academics, NGOs and other relevant stakeholders (such as the Institute for European Environmental Policy, BirdLife, BeeLife and Greenpeace)	Full name, telephone number, email address, function and administrative address	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit review on plastic packaging waste (task 19CH1003)	469	CHAMBER I	24/09/19	CHAMBER I	Member	24/09/19		Appreciation of the strengths and weaknesses of the Commission's actions to tackle plastic waste and notably the main risks and gaps in the Commission's current approach. Personal data will be used to organise meetings with the DGs, EU agencies, key EU-level stakeholders, and national ministries, visit Member States and relevant EU funded projects.	Commission staff, EU agencies, key EU-level stakeholders, national ministries, Member States authorities	Full name, telephone number, email address, function and administrative address	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
OPINION 20CH10PI CAP	485	CHAMBER I	09/01/20	CHAMBER I	MEMBER	09/01/20		To receive input for the ECA opinion concerning the Commission proposal for a regulation on CAP transitional provisions for 2021. Personal data will be used to contact people and organise one-to-one interviews.	ECA staff	Name, email address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Forestry audit 20CH1001	487	CHAMBER I	28/01/20	CHAMBER I	MEMBER	28/01/20		Applications to take part in an IMF mission. Personal data will be used to contact people, organise meetings, audit visits and interviews (DGs, Member States authorities, scientific or academics, other stakeholders), submit questionnaires (DGs) and conduct a survey (Member states)	Commission staff, Member states authorities, experts, stakeholders, surveyed population	Name, first name, telephone number, email address, function and administrative address	7 years	Checkmarket survey tool	AQC, LS, Accounting dept					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on "Polluters pay principle" 20CH1002	491	CHAMBER I	11/02/20	CHAMBER I	MEMBER	11/02/20		Understand the way the Polluter Pays Principle is implemented in the EU. Personal data will be used to contact people, organise meetings, audit visits, interviews, and substantive testing on files.	Commission, Member States authorities, paying agency, ELD stakeholders group	Full name, telephone number, email address, function and administrative address	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on Energy efficiency in Enterprises 20CH1004	496	CHAMBER I	24/02/20	CHAMBER I	MEMBER	24/02/20		Personal data will be used to contact people, organise meetings, audit visits, interviews, make inquiries by phone and carry on a survey. Personal data will be used to contact representatives of the audited managing authorities, of the Commission, of project beneficiaries (industry organisations). Project beneficiaries and managing authorities will be requested to participate in an identified survey	MS authorities, Commission staff, project beneficiaries (industry organisations)	Full name, telephone number, email address, function and administrative address	7 years	Checkmarket survey tool	AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Task plan Climate spending 20CH1009	497	CHAMBER I	27/02/20	CHAMBER I	MEMBER	27/02/20		The aim of the review is to assess the methodology used by the Commission to track the climate spending in the EU budget to achieve its objective. Personal data will be used to contact people and organise meetings.	Commission and NGOs staff, stakeholders	Full name, email address, phone number, email address, function and administrative address	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
CAP and water projects 20CH1005	500	CHAMBER I	10/03/20	CHAMBER I	MEMBER	10/03/20		Audit to Do EU policies promote the sustainable use of water in agriculture. Personal data were used to contact officials in order to organise meetings, videoconference, audit visits, interviews and used to contact representatives of farmers/industry/environmental interest organisations, other European countries, farmers, research bodies, or other stakeholders	Commission staff, Member States officials, other stakeholders	Full name, telephone number, email address, function	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
LEADER/CLLD 20CH1007	502	CHAMBER I	23/03/20	CHAMBER I	MEMBER	23/03/20		Audit on whether LEADER/CLLD delivered benefits that justify its risks and costs. Personal data will be used to contact people, organise meetings, audit visits, interviews, to send questionnaires and create a group of academic experts and stakeholders	Commission and MS officials, local action groups representatives and members, beneficiaries, research bodies, experts, and other stakeholders	Full name, administrative entity, Member State, position in the entity, tel No, email address. (experts only: CVs and justification of expenses-bank details)	7 years (10 years)		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	

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Climate and agriculture 20CH1005	504	CHAMBER I	19/03/20	CHAMBER I	MEMBER	19/03/20		Audit on climate change and agriculture Personal data will be used to organise meetings, contact stakeholders, launch an official questionnaire to national authorities and actors dealing with CAP and ESF related issues	Commission staff, MS officials, experts, and other stakeholders (scientists, experts, farmers representatives and environmental NGOs)	name, telephone, mail, function, organisation, identification of the CAP/EARDF beneficiaries (justification of expenses and/or bank details (expert(s) only))	7 years (10 years)		Audit Quality Control (AQC)						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Durability of diversification and infrastructure investments in rural areas 20CH1003	507	CHAMBER I	27/04/20	CHAMBER I	MEMBER	27/04/20		Audit on durability of diversification and infrastructure investments in rural areas Personal data will be used to contact people, organise meetings, interviews and on-the-spot visits, and collect through questionnaires feedback on issues related to durability of operations. A cross check between beneficiaries and Business Registers and booking platforms will be conducted. ECLabel environment is used by the ECAdata analysts for data analysis	Commission staff, EU officials, national or regional authorities, beneficiaries and the European Committee of the regions and other EU rural development stakeholders	Full name, telephone number, email address, function, administrative address, tax number, turnover	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
E-waste in the EU: an overview of EU actions and existing challenges on waste electrical and electronic equipment 20CH1008	517	CHAMBER I	18/06/20	CHAMBER I	MEMBER	18/06/20		Review on E-waste overview of EU actions and existing challenges on waste electrical and electronic equipment Personal data will be used to contact people, as well as organise virtual meetings and interviews.	Commission and the Member States staff, experts/scientists and NGOs, and relevant stakeholders.	Full name, telephone number, email address, function and administrative address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Review COVID-19 Task Plan The EU's contribution to the public health response to COVID-19 20CH1001	523	CHAMBER I	02/06/20	CHAMBER I	MEMBER	06/06/20		The main purpose of the review is to look at the actions performed and resources used by the Commission and EU agencies to support Member State efforts to protect health in the EU in response to the COVID-19 pandemic. Personal data will be used to contact people, organise meetings, audit visits, interviews.	Commission and the Member States, experts/scientists and Member State ministries	Full name, telephone number, email address, function and administrative address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on fraud in Common Agricultural Policy (CAP) – 21CH1001	543	CHAMBER I	11/11/20	CHAMBER I	MEMBER	11/11/20		Using video conferences, organise a survey / collect information by sending questionnaires and analysing fraud cases extracted from IMS	Audit team), Auditees, other stakeholders (NGOs, EP, academics), contacts for surveys (PAs, CBs, AFCSs) in MS	Full name, telephone number, email address, function, administrative address; Email addresses for the anonymous survey (7)	7 years; for the Email addresses for anonymous survey participants: 6 months		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Review on Energy Taxation 21CH1301	546	CHAMBER I	24/11/20	CHAMBER I	MEMBER	24/11/20		Desk review: analysis on energy taxation Personal data will be used to lead interviews and hold meetings	Audit team, Commission staff, stakeholders, NGOs	Full name, email address, phone number, function and administrative address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Does the Commission make good use of data and data analytics for policy analysis of the CAP? 21CH1002	561	CHAMBER I	23/02/21	CHAMBER I	MEMBER	23/02/21		Personal data used to organise meetings and interviews in order to collect information through questionnaires on use of data and data analytics for policy analysis of the CAP	ECA staff, Auditees, stakeholders, experts	name, email address, tel.no., function, organisation, admin. address	7 years/6 months		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Climate mainstreaming in the EU budget: Does the Commission report relevant and reliable information on climate spending?	571	CHAMBER I	21/04/21	CHAMBER I	MEMBER	21/04/21		Personal data will be used to contact people, organise meetings, audit visits	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Performance audit on Coal Regions in Transition (21CH1008)	572	CHAMBER I	21/04/21	CHAMBER I	MEMBER	21/04/21		Processing of data for organising meetings and video conferences; processing of ERDF, CF and ESF beneficiaries' data from 6 Member States.	Auditees, Consultants (experts, panel members), Recipients of the EU funds and beneficiaries of EU funded projects. Other stakeholders (local authorities, business, trade unions and NGOs)	Names and contact details of persons we will meet during the audit, including experts	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Covid-19 vaccines 21CH1005	589	CHAMBER I	03/06/21	CHAMBER I	MEMBER	03/06/21		Personal data used to contact people, organise meetings, audit visits, interviews and carry on a survey	Audit team, Auditees, Consultants/Experts, Contacts for survey	Full name, telephone number, email address, function and administrative address	7 years	CheckMarket	AQC, IS, Accounting dept						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Soil protection and manure audit 21CH1007	593	CHAMBER I	18/06/21	CHAMBER I	MEMBER	18/06/21		Personal data will be used to contact people, organise meetings, audit visits, interviews, send a questionnaire and reimburse expert's expenses.	Audit team, Auditees, Consultants/Experts, Interpreters	Full name, telephone number, email address, function and administrative address	7 years		AQC, IS, Accounting dept						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit: Energy and Climate Targets 22CH1001	612	CHAMBER I	17/01/22	CHAMBER I	MEMBER	17/01/22		Meeting interviews with staff from EU Commission, Parliament and stakeholders in order to conduct the audit	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Hazardous waste 22CH1003	627	CHAMBER I	07/04/22	CHAMBER I	MEMBER	07/04/22		Personal data will be used to contact and organise meetings.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on animal transport 22CH1006	629	CHAMBER I	20/04/22	CHAMBER I	MEMBER	20/04/22		Personal data will be used to contact people, organise meetings and getting feedback in order to produce and publish the related audit report.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Wine sector audit 22CH1005	632	CHAMBER I	29/04/22	CHAMBER I	MEMBER	29/04/22		Personal data will be used to contact people, organise meetings and getting feedback in order to produce and publish the related opinion	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on SURE - Eur. instrument for temporary support to mitigate unemployment risks in an emergency 22CH1002	613	CHAMBER II	17/01/22	CHAMBER I	MEMBER	17/01/22		Meeting interviews with staff from EU Commission and possible with Member States authorities in order to conduct the audit	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Statement of assurance (SoA/DAS)	38	CHAMBER II	19/04/07	CHAMBER II	MEMBER	19/04/07		- Selection of beneficiaries - Verification of declarations and eligibility criteria	Staff from auditees Beneficiaries EU funds Participants Call for tenders	Full names, contact details	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Financial corrections	313	CHAMBER II	04/12/15	CHAMBER II	MEMBER	04/12/15		Audit of Commission measures to protect the EU budget in the Cohesion area.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of JASPER (task...)	322	CHAMBER II	08/03/16	CHAMBER II	MEMBER	08/03/16		Performance audit to assess whether JASPERS had improved the development of major projects co-financed by the EU and thus contributed to higher project quality and increased the administrative capacity of MS.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Drinking water supply audit (task 15EV208)	324	CHAMBER II	03/02/16	CHAMBER II	MEMBER	03/02/16		Audit focusing on compliance with EU legislation on drinking water (especially the Drinking Water Quality Directive) and the performance of drinking water infrastructure projects co-financed from EU funds. Personal data was processed in connection with the organisation of meetings and audit visits.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Landscape review of risks in the EU's energy and climate strategy and the EU's spending in this area	326	CHAMBER II	31/03/16	CHAMBER II	MEMBER	31/03/16		To organise meetings and visits in order to provide an opinion	EU institutions	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Performance audit of the ERTMS	328	CHAMBER II	04/04/16	CHAMBER II	MEMBER	04/04/16		Personal data used to contact stakeholders and organise meetings and audit visits.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
EU-funded public-private partnerships (task 15TRE206)	330	CHAMBER II	05/04/16	CHAMBER II	MEMBER	05/04/16		Personal data used to contact people and organise meetings.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Performance audit: is the Single European Sky initiative making European air traffic management more efficient? (task 15TRE209)	331	CHAMBER II	05/04/16	CHAMBER II	MEMBER	05/04/16		Personal data used to contact stakeholders, organise meetings and plan visits to auditees.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
ERDF audit on productive investment and business support projects (task 16CH2006)	333	CHAMBER II	18/05/16	CHAMBER II	MEMBER	18/05/16		Personal data was collected at meetings with stakeholders or from the Commission and MSs, and was used to contact people, including staff of the beneficiaries of audit projects, and organise meetings.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years									Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures	
Labour mobility between the Member States	339	CHAMBER II	20/09/16	CHAMBER II	MEMBER	20/09/16		Personal data collected at meetings or by post/email from the Commission and the MSs was used to contact people and organise meetings.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the Commission's action to ensure that coherent and comprehensive ex-post assessments of legislation contribute to the Better Regulation cycle	340	CHAMBER II	21/09/16	CHAMBER II	MEMBER	21/09/16		An audit based on analysis of the measures in the Better Regulation package and REFIT and best country practices identified by means of an outsourced study. An advisory panel was set up to discuss the audit programme, audit criteria, preliminary observations and, possibly, the analysis. Personal data was used to contact people and to organise meetings and audit visits.	Commission staff	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit evidence regarding ERDF and ESF-co-financed operations (task 16CH2010)	348	CHAMBER II	21/12/16	CHAMBER II	MEMBER	21/12/16		Personal data was used to contact people and to organise meetings and audit visits.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit "Do EU funds effectively contribute to the integration of refugees and others in need of protection?" (task 17CH2005)	360	CHAMBER II	26/06/17	CHAMBER II	MEMBER	26/06/17		Personal data was used to contact people and organise meetings and visits to auditees. Possibility of using collected data as audit evidence.	Recipients of audited EU-funded measures, beneficiaries, representatives of MS authorities (MAs, IBs, AAs, SAs, etc.)	Full name, telephone no., email address, function, entity	6 months								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on passenger rights (task 17CH2006)	365	CHAMBER II	04/09/17	CHAMBER II	MEMBER	04/09/17		The audit set out to examine whether the scope and reach of the EU regulations have allowed for effective protection of passenger rights, to describe the underlying risks in the field of passenger rights and to obtain a preliminary understanding of the issues affecting the passenger rights policy framework. Personal data was used to contact people and organise meetings, interviews and visits to auditees; to organise a survey (anonymous) amongst transport users.	Commission officials; representatives of consumer, transport and professional organisations; MS officials; final beneficiaries (>100) Data collected from the survey was anonymous (<100)	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on the effectiveness of support for wind and solar PV power (task 17CH2003)	369	CHAMBER II	31/10/17	CHAMBER II	MEMBER	31/10/17		Personal data was used to contact people and organise meetings and audit visits.	Commission officials; MS officials; final beneficiaries	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Anti-fraud measures in the field of EU Cohesion Policy (task 17CH2002)	376	CHAMBER II	05/12/17	CHAMBER II	MEMBER	05/12/17		Audit of anti-fraud measures in the field of EU cohesion policy. Module 1 - Analysis of data on suspected and established fraud cases extracted from OLAF's Irregularity Management System, in particular information on suspected perpetrators of fraud. The data was saved on the H:/drive in a restricted folder accessible only to the audit team. Module 2 - Online survey of programme authorities. Based on information extracted from SFC 2014, an IT application jointly managed by DG REGIO and DG EMPL. In particular, the email addresses of authorities appearing in the system were used for distributing a link to the survey. Replies were temporarily stored on the survey provider's servers and then saved to task folders on the H:/drive. All replies (none of them containing personal data) were made available on request to DG REGIO, DG EMPL and OLAF. Consideration was given to making the replies anonymous. Modules 3 and 4 - Interviews with programme authorities and other actors in the field of counter-fraud, performed on-the-spot or by video-conference. Attendance lists and notes on all meetings were kept for audit documentation and follow-up purposes.	Commission officials (OLAF, DG REGIO, DG EMPL); MS officials: PAs (MAs, IBs, AAs) and other national bodies (AFCOs, investigative and procurement bodies, courts and ministries of justice); NGOs; entities concerned by cases of suspected or established fraud	Contact details of auditees, function, organisation Contact details and replies from survey participants; Fraud related information of the selected cases.	7 years	Checkmarket (survey)	AQC, IS				Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Additional security measures were taken to restrict further the fraud related information. Backups	Information Security Policy, procedures and Officer in place; Awareness training & specific training for the audit team.		
Landscape review on mobility and transport (task 18CH2001)	378	CHAMBER II	19/12/17	CHAMBER II	MEMBER	19/12/17		Landscape review Personal data was used to contact people and organise meetings.	EU and MS officials	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of SESAR deployment (task 18CH2003)	379	CHAMBER II	15/01/18	CHAMBER II	MEMBER	15/01/18		Personal data was used to contact stakeholders dealing with SESAR deployment issues and other people and to organise meetings and visits.	Officials of the Commission, the SESAR Joint Undertaking, the SESAR Deployment Manager and the Innovation and Networks Executive Agency; staff of beneficiaries of EU grants	Full name, telephone no., email address, function, administrative address	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the structure of INEA and its implementation of the programmes entrusted to it (task 18CH2006)	392	CHAMBER II	23/04/18	CHAMBER II	MEMBER	23/04/18		Personal data was used to contact people and organise meetings and audit visits, to measure INEA's management of (staff) resources, and to evaluate the project selection process (on the basis of experts' CVs)	Commission officials (DGs MOVE, EMER, RTD and CNECT and INEA); expert project assessors; stakeholders; final beneficiaries	Full name, telephone no., email address, function, grade, administrative address, salary total sum paid, experts CVs (selected by INEA) Qualifications of project managers (CVs; training activities, annual objectives, assessments, eventually diplomas and certificates)	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the Commission's and MSs' use of information about the cost of implementing Cohesion funds (task 17CH2001)	397	CHAMBER II	24/05/18	CHAMBER II	MEMBER	24/05/18		The audit is based on the analysis of the costs of implementation of the 2014-2020 ESI Funds at the level of the European Commission and the Member States. Personal data was used to contact people and organise meetings and audit visits, to verify implementation costs, and to make an online survey of MS authorities.	Commission officials (DGs REGIO and EMPL); officials of the Norwegian Fund; officials of non-EU institutions; MS officials (SAs, PAs, MAs, AAs, CAs)	Full name, telephone no., email address, function, administrative address, age/date of birth, salaries	7 years	EU survey	AQC, IS						Physical and logical access control based on need to know principle Backups	In case sensitive personal data paper documentation have to be collected this will be stored in secure cupboards.	
ECA opinion on the Commission proposal for a Common Provisions Regulation	406	CHAMBER II	20/06/18	CHAMBER II	MEMBER	20/06/18		Review on the Commission proposal for a Common Provisions Regulation was Personal data collected and used to contact people and organise meetings/interviews.	Commission and ECA officials	Full name, telephone no., email address, function and administrative address	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of transport flagship infrastructure (task 18CH2004)	412	CHAMBER II	08/10/18	CHAMBER II	MEMBER	08/10/18		Audit to assess the planning and results of core EU co-funded cross-border transport infrastructure. Personal data was used to contact and organise meetings with auditees and external experts. External experts were selected on the basis of known contacts and expertise.	contractors and stakeholders involved in the planning and implementation of transport flagship infrastructures. External experts	Full name, telephone no., email address, function, administrative address. For project managers, also qualifications. For the external experts, also bank details.	7 years								AQC, IS, Accounting dept	Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit on urban mobility (task 18CH2005)	414	CHAMBER II	16/10/18	CHAMBER II	MEMBER	16/10/18		Audit on whether the EU support is effective in contributing to improve urban mobility. Personal data was used to contact Member States and Commission officials managing the relevant funding programmes, to contact and arrange meetings/visits with auditees and to organise a survey to municipalities.	Officials of the Commission, national officials and final beneficiaries, stakeholders that will be contacted/visited during the audit.	Full name, telephone no., email address, function, administrative address	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the management of EU support for European cultural sites (task 19CH2002)	419	CHAMBER II	12/11/18	CHAMBER II	MEMBER	12/11/18		To assess whether the EU support for European cultural sites is well managed. Personal data might be used to contact people, organise meetings and visit auditees. Furthermore, personal data might be collected as audit evidence (e.g. people who attended a training).	Beneficiaries; Commission, Agencies and MS officials	Full name, position within the authorities, phone number, email address, date of birth. Other personal information, such as citizenships, country of origin, education and employment status, might be available in the audit evidence that is collected	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on child poverty (task 19CH2004)	435	CHAMBER II	14/03/19	CHAMBER II	MEMBER	14/03/19		Audit to assess whether the Commission's actions are contributing to Member States' efforts to tackle child poverty in their national strategies and through the use of EU funding. Personal data was used to arrange interviews with EU and MS authorities, stakeholders and final beneficiaries and examination of some projects and evaluation of statistics and data on child poverty stakeholders.	Commission, Agency and network staff; stakeholders; MS managing authorities; final beneficiaries; international and sector stakeholders	Full name, function, organisation, telephone number, email address	7 years								AQC, IS, Accounting dept	Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Statement of assurance (SoA/DAS) chapter 6	441	CHAMBER II	19/03/07	CHAMBER II	MEMBER	19/03/19		Annual Report, Chapter 6: Cohesion Interviews with EU staff and stakeholders, on-the-spot visits, sampling of transactions.	Commission and Agency staff; stakeholders	Full name, function, organisation, telephone number, email address	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on digitising European industry (task 19CH2003)	449	CHAMBER II	11/04/19	CHAMBER II	MEMBER	11/04/19		Audit to assess whether the EU is effective in supporting the national strategies on digitising industry and Digital Innovation Hubs, in the context of the digitising European industry initiative. Interviews with staff from the Commission, managing authorities, other MS authorities, digital innovation hubs, project beneficiaries and stakeholders. An expert group was to be organised at the end of the audit to discuss the preliminary findings and potential recommendations.	Auditees; consultants; experts	Full name, function, organisation, telephone number, email address, expert CVs	7 years								AQC, IS, Accounting dept	Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit of roads connecting European regions (task 19CH2001)	450	CHAMBER II	10/01/19	CHAMBER II	MEMBER	10/01/19		Audit on whether the Commission's actions are ensuring the Member States roads strategies and EU funding are aligned with EU priorities to complete the TEN-T core network and improve connectivity for citizens. Personal data was used to contact Commission and MS officials dealing with the subject. Also personal data was used to contact people for meetings/visits organisation	Commission staff, consultants, other stakeholders	Full name, telephone number, email address, function and administrative address	7 years								AQC, IS	Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (at the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures
Audit of the closure of 2007-2013 financial instruments in Cohesion (task 19CH2008)	454	CHAMBER II	13/05/19	CHAMBER II	MEMBER	13/05/19		To arrange interviews and a survey of programme authorities and other stakeholders in the field of FISM management.	ECA staff, auditees; survey respondents	Full name, telephone number, email address, function and administrative address	7 years	Checkmarket survey tool	AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit of the effectiveness of cross-border cooperation programmes in meeting the challenges of border regions (task 19CH2009)	464	CHAMBER II	16/08/19	CHAMBER II	MEMBER	16/08/19		Audit the effectiveness of cross-border cooperation programmes To organise audit visits, meetings and interviews with the CBC managing authority, beneficiaries/project managers and DG REGIO staff	Commission staff, MS managing authorities, other stakeholders	Name, first name, telephone number, email address, function and administrative address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Performance incentivisation 20CH2003	498	CHAMBER II	22/04/20	CHAMBER II	MEMBER	22/04/20		The aim is to assess whether the Commission effectively used the tools at its disposal to incentivise better performance in the Cohesion Policy 2014-2020 Personal data will be used to contact people, organise meetings, audit visits, interviews, video conference	OECD, EIB, KfW, US General Service Administration and the World Bank, Commission officials, Member States' Managing Authorities, experts, public bodies	Full name, first name, telephone number, email address, function and administrative address	7 years		AQC, IS, Accounting dept						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit on Electrical Recharging Infrastructure 20CH2001	501	CHAMBER II	10/03/20	CHAMBER II	MEMBER	10/03/20		Audit on whether the Commission is effectively supporting the deployment of an EU-wide infrastructure for recharging electric vehicles - Connecting Europe Facility (CEF) 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 and other stakeholders (CEF beneficiaries)	Commission staff, auditees and other stakeholders	Contact details, email and administrative addresses, function, photos	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Projects/Transport Flagships Infrastructure – International Benchmarking 20CH2004	508	CHAMBER II	28/04/20	CHAMBER II	MEMBER	28/04/20		The aim of the review is to critically analyse the key processes linked to the delivery of large transport projects in the EU and benchmark these against the processes applied to the delivery of similar large transport projects in non-EU countries. Personal data is used to contact people and organise meetings, review visits, interviews. It will be used to send questionnaires, to set up an expert panel and collaborate with an independent expert	Commission, EU Agencies, European Investment Bank, Public authorities, Core Network Corridors (CNC) European coordinators, relevant stakeholders, academics, transport experts, and international, sectorial organisations, and projects promoters.	Full name, email address, phone number, email address, function and administrative address (Experts only/Bank details, justification of expenses)	7 years (10 years)		AQC, IS, Accounting dept	Transfert (emails only) to Australia, Canada, US					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Review Basic digital skills for adults 20CH2002	513	CHAMBER II	25/05/20	CHAMBER II	MEMBER	25/05/20		Review to provide an overview of how the Commission's initiatives and Member State operational programmes contribute to reducing the number of people in the labour force who lack basic digital skills. Personal data will be used to contact people and organise meetings.	Commission, OECD and the ones of stakeholders	Full name, email address, phone number, email address, function and administrative address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Long-term unemployment (LTU) 20CH2007	518	CHAMBER II	19/06/20	CHAMBER II	MEMBER	19/06/20		Audit on whether the ESF support addresses the specific needs of the LTU based on the analysis of Commission's and Member States' documents. Personal data may be used to contact and organise visits and interviews to auditees. Personal data may also be collected on the participants of the EU funded actions. Systems and procedures for calls for proposals will be examined.	Member States authorities, Commission and stakeholders (Eurofound, PES, NGOs, etc) individual (beneficiaries)	Contact details, email and administrative addresses, function Beneficiaries: education and training, employment, staff or national insurance nb	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Performance audit on SMEs – Small and medium-sized businesses 20CH2006	520	CHAMBER II	25/06/20	CHAMBER II	MEMBER	25/06/20		Performance audit on SMEs – design and use of the ERDF support for SMEs Personal data will be used to contact people, organise meetings, audit visits, interviews and carry on a survey.	Representatives of audited authorities, Commission and Member States, external experts, ministry, relevant stakeholders, including SMEs and business associations	Full name, email address, function, organisation	7 years	Checkmarket survey tool	AQC, IS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Performance audit on the ERDF/CF financial support to tourism co-funded investments 20CH2005	521	CHAMBER II	25/06/20	CHAMBER II	MEMBER	25/06/20		Personal data used to organise meetings and interviews in order to collect information on EU support to tourism investments through questionnaires	Commission and Member States officials, representatives of relevant stakeholder, project beneficiaries	Full name, email address, function, tel. no, administrative address/organisation	7 years		AQC, IS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Security of 5G networks 20CH2009	541	CHAMBER II	09/10/20	CHAMBER II	MEMBER	09/10/20		Audit on the Commission's actions on the 'Security of 5G networks' Personal data are used to lead interviews, hold meetings and carry out a survey	Commission staff, ENISA, NSI cooperation group, Managing and Member states authorities, project beneficiaries, telecom stakeholders, experts	Name, function, organisation, telephone number, email address, domain of expertise	7 years		AQC, IS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Passengers rights during COVID-19 crisis 21CH2002	549	CHAMBER II	02/12/20	CHAMBER II	MEMBER	02/12/20		To answer the question: Has the Commission effectively monitored whether air passenger rights were respected during the Covid-19 crisis? Personal data processed will be used to organise meetings and interviews through questionnaires.	Audit team, Auditees, NEBs, PFs, CPBs and AAs	Full name, email address, phone number, function and administrative address	1 year for DG staff; Until Report publication for stakeholders		AQC, IS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
CH2 staff interviews for improving HR management	570	CHAMBER II	21/04/21	CHAMBER II	Director	21/04/21		reaching out to all colleagues within the Audit directorate individually after one year of working under COVID-19 confinement rules; - reassuring everyone that he/she is important to the achievement of the Audit Chamber's and directorate's tasks; - assessing current assignments; - feedback on current audit processes in the Chamber and suggestions to improve them; - addressing professional development plans; and - future professional development wishes	CH2 staff	Name, Gender	3 years		Principal Managers in CH2					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Circular economy	598	CHAMBER II	07/09/21	CHAMBER II	MEMBER	07/09/21		Personal data will be used to contact people, organise meetings, audit visits, interviews and carry on a survey.	Audit team, Auditees, Consultants/Experts, Interpreters, Others stakeholders (NGOs, Think tanks, consultancies) Contacts for survey	Full name, telephone number, email address, function and administrative address, email addresses of the stakeholders/beneficiaries of EU financed grants and schools used for the survey	7 years; for email survey participants: 6 months when anonymised; 18 months when personal details given.		AQC, IS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Cohesion policy funds and the RRF: What are the risks and opportunities in coordinating the instruments	600	CHAMBER II	27/09/21	CHAMBER II	MEMBER	27/09/21		Recovery and Resilience Facility (RRF)	Review team, Auditees, Consultants/Experts	Name, first name, telephone number, email address, function and administrative address	7 years		AQC, IS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Digitalisation of schools 21CH2003	605	CHAMBER II	14/10/21	CHAMBER II	MEMBER	14/10/21		Personal data will be used to arrange meetings and conduct surveys. Addresses have been collected from the relevant national authorities.	Audit team, Auditees, Beneficiaries of project grants (visits & survey) Members state authorities/schools and other stakeholders (e.g. teacher associations)	Name, first name, telephone number, email address, function and administrative address; email addresses of the stakeholders/beneficiaries of EU financed grants and schools used for the survey	7 years	European Commission, EUSurvey	AQC, IS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audr CRII / REACT-EU 21CH2005	610	CHAMBER II	22/11/21	CHAMBER II	MEMBER	23/11/21		Did the Commission effectively adapt 2014-2020 cohesion policy through CRII and REACT-EU to respond to the COVID-19 pandemic?	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, IS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on Equality for people with disabilities 22CH2003	630	CHAMBER II	22/04/22	CHAMBER II	MEMBER	22/04/22		Personal data will be used to contact people, organise meetings and getting feedback in order to produce and publish the related audit report.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, IS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Has the Commission been effective in contributing to a globally competitive and sustainable battery value chain in the EU? – 22CH2004	618	CHAMBER II	16/02/22	CHAMBER V	MEMBER	11/02/22		Audit the Commission on the subject Organise meetings and interviews with EU staff and stakeholders	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, IS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of EU assistance to Tunisia (task...)	321	CHAMBER III	26/02/16	CHAMBER III	MEMBER	26/02/16		Performance audit to measure the effectiveness of EU-funded projects in Tunisia.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, IS	YES	Tunisia			Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on the EU response to the refugee crisis: the 'hotspot' approach (task 16CH3005)	323	CHAMBER III	15/03/16	CHAMBER III	MEMBER	15/03/16		Performance audit to assess whether the 'hotspot' approach contributed to better management of migrant flows to the EU; involved processing of the personal data of staff interviewed/visited/contacted at the Commission, EU agencies, NGOs and MS authorities.	Staff of EU-Institutions, Agencies and Bodies dealing with refugees; Member states services; 3th country services obtaining EU support	Contact details, function, organisation	7 years		AQC, IS	YES	Turkey		Physical and logical access control based on need to know principle Backups	Additional physical security measures implemented and more restrict access rights applied	Information Security Policy, procedures and Officer in place; Awareness training and specific awareness session organised for the audit team	

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures
Review of the Court of Justice	332	CHAMBER III	13/04/16	CHAMBER III	MEMBER	13/04/16		The review examined how the Court of Justice and the General Court managed their respective caseloads and the role of language management in the case management system. Personal data was used to contact people, organise meetings and plan audit visits.	Staff Court of Justice	Contact details, function	7 years		AQC, LS						Physical and logical access control based on need to know principle Additional physical security measures implemented and more restrict access rights applied Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit on the Central African Republic - Békou EU Trust Fund (task 16CH3004)	338	CHAMBER III	15/09/16	CHAMBER III	MEMBER	15/09/16		Performance audit to assess whether the fund was justified, how well it was being managed and whether it was achieving its objectives. The personal data of persons interviewed/visited/contacted at the Commission, EU delegations, NGOs, the UN, the World Bank and national authorities was processed. A survey was planned.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Contact details, function, organisation	7 years		AQC, LS	YES	Bekou			Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the effectiveness of the Commission's contribution to helping Member States address radicalisation leading to terrorism (task 16CH3008)	344	CHAMBER III	12/10/16	CHAMBER III	MEMBER	12/10/16		Personal data was used to contact officials involved in providing support to MSs in addressing radicalisation leading to terrorism. Also to organise meetings and audit visits. The audit included a survey. Personal data was used to provide a list of contact details of experts from all EU MSs, who were invited to reply to a survey. The replies were evaluated.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Contact details, function, organisation	7 years		AQC, LS					Physical and logical access control based on need to know principle Additional physical security measures implemented and more restrict access rights applied Backups	Information Security Policy, procedures and Officer in place; Awareness training and specific awareness session organised for the audit team	
Audit of the effectiveness of EU development support for Myanmar (task 16CH3006)	345	CHAMBER III	09/11/16	CHAMBER III	MEMBER	09/11/16		Personal data was used to contact people and organise meetings and audit visits.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Contact details, function, organisation	7 years		AQC, LS	YES	Myanmar			Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Performance audit assessing the Instrument for Pre-Accession Assistance in Turkey (task 17CH3010)	346	CHAMBER III	29/11/16	CHAMBER III	MEMBER	29/11/16		Personal data was used to contact/interview/visit individuals at the Commission, the EEAs, national authorities, beneficiaries and NGOs.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Contact details, function, organisation	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Performance audit of EU election observation missions (task 17CH3011)	347	CHAMBER III	16/12/16	CHAMBER III	MEMBER	16/12/16		Personal data was used to contact/interview/visit individuals at the Commission, EU delegations, CSOs, the UN, international or local observer organisations and national authorities.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Contact details, function, organisation	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on the role of the EU's Centres of Excellence Initiative in mitigating CBRN risks from outside the EU (task 17CH3012)	356	CHAMBER III	06/04/17	CHAMBER III	MEMBER	06/04/17		Personal data was used to contact EU and Member State officials, experts, the Governance team and project implementers involved in the CBRN Centres of Excellence initiative for help with answering audit questions and obtaining additional clarifications.	Commission and EEAs officials; MS and national officials; experts; the Governance team; final beneficiaries	Contact details, function, organisation	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Performance audit on the Facility for Refugees in Turkey (task 17CH3013)	366	CHAMBER III	22/09/17	CHAMBER III	MEMBER	22/09/17		Personal data was used to contact people for interview and visits.	Commission, EEAs and MS officials; NGOs; UN agencies; final beneficiaries Some or all beneficiaries of the cash assistance programmes included in the audit scope	Contact details, function, organisation	7 years		AQC, LS	YES	Turkey			Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the design and operation of the EU Transfund for Africa (task 18CH3015)	368	CHAMBER III	20/10/17	CHAMBER III	MEMBER	20/10/17		Personal data was used to contact people and organise meetings.	Commission officials; delegation staff; staff from organisations involved with the Fund	Contact details, function, organisation	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the EU's information systems for internal security and border controls (task 18CH3018)	385	CHAMBER III	02/03/18	CHAMBER III	MEMBER	02/03/18		Personal data was used to contact people involved in the management and operation of EU border control arrangements, and to arrange meetings. The e-mail addresses of border guards were used to send out a questionnaire (survey).	Commission officials (DG HOME and JUST); EU agencies and bodies (Frontex, CEPS, EMSA, EFCA, euSISA); MS officials and border staff; final beneficiaries	Full name, telephone no., email address, function, administrative address	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Briefing paper on the EU's cybersecurity policy (task 18CH3020)	386	CHAMBER III	24/03/18	CHAMBER III	MEMBER	24/03/18		Personal data was used to contact people, organise meetings and audit visits and conduct a survey of SA liaison officers.	SAs, Commission, Council, European Parliament and other stakeholders	Full name, positions, contact details	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the Fund for European Aid to the Most Deprived (task 18CH3027)	387	CHAMBER III	06/04/18	CHAMBER III	MEMBER	06/04/18		Personal data was used to contact FEAD stakeholders, and to organise meetings with Commission officials and visits to MS authorities, NGOs, other organisations and beneficiaries. Managing authorities were required to respond to a questionnaire	Commission officials (DG EMPJ); MS officials; beneficiaries.	Contact details (email, name, tel.no, function, organisation)	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit of EU budget support and technical assistance for Morocco (task 18CH3019)	394	CHAMBER III	17/05/18	CHAMBER III	MEMBER	17/05/18		Examination of the Commission's budget support and related technical assistance projects (Health policy, Social/Welfare services, Legal and Judicial Development, Trade policy) Personal data is used to contact people, organise meetings and visits on-the-spot	Commission officials (DG NEAR); EU delegation staff (EEAS); MS authorities; project beneficiaries; representatives of other donors and civil society organisations, World Bank and African Development Bank	Full name, function, email address, phone number	7 years		AQC, LS	YES	Marocco			Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of EU development aid to Kenya (task 18CH3017)	411	CHAMBER III	08/10/18	CHAMBER III	MEMBER	08/10/18		Audit to assess the allocation of EDF funding to Kenya, the selection of funding sectors in the country and the effectiveness of aid. Personal data was used to contact people and arrange interviews/visits.	Commission officials; national officials; delegation staff; staff of the UN; beneficiaries, other international organisations and embassies to Kenya	Full name, function, email address, phone number	7 years		AQC, LS	YES	Kenya			Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on asylum relocation and returns (task 18CH3021)	413	CHAMBER III	16/10/18	CHAMBER III	MEMBER	16/10/18		Audit on asylum relocation and returns Personal data was collected at meetings or by post/email from the Commission and Member States, and used to contact people and organise meetings.	Public officials at the Commission, at the EU Agencies (FRONTEX, EASO) & in the Member States, officers & other employees of private bodies, international organisations & NGOs	Full name, telephone no., email address, function, administrative address	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Briefing paper on EU defence policy (task 19CH3023)	415	CHAMBER III	18/10/18	CHAMBER III	MEMBER	18/10/18		Briefing paper that will provide an overview of the EU defence policy. Personal data was needed to contact and arrange visits/interviews with Commission, EEAS and MS officials; private companies, think tanks and academia. Personal data were collected during meetings.	Officials of the Commission, EEAS, national authorities, private companies, think tanks and academia that will be contacted/interviewed/visited Commission and Agency staff; stakeholders	Full name, telephone no., email address, function, administrative address, age/date of birth, nationality	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Statement of assurance (SoA/DAS) chapter 8	443	CHAMBER III	19/03/07	CHAMBER III	MEMBER	19/03/07		Annual Report, Chapter 8: Security and citizenship Interviews with EU staff and stakeholders, on-the-spot visits, sampling of transactions.	Commission and Agency staff; stakeholders	Full name, function, organisation, telephone number, email address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Statement of assurance (SoA/DAS) chapter 9	444	CHAMBER III	19/03/07	CHAMBER III	MEMBER	19/03/07		Annual Report, Chapter 9 MFF-4: Global Europe Interviews with EU staff and stakeholders, on-the-spot visits, sampling of transactions.	Commission and Agency staff; stakeholders	Full name, function, organisation, telephone number, email address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Statement of assurance (SoA/DAS) EDFs	446	CHAMBER III	19/03/07	CHAMBER III	MEMBER	19/03/07		Annual Report: European Development Funds Interviews with EU staff and stakeholders, on-the-spot visits, sampling of transactions.	Commission and Agency staff; stakeholders	Full name, function, organisation, telephone number, email address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit on education in emergencies (task 20CJ3028)	470	CHAMBER III	02/10/19	CHAMBER III	MEMBER	02/10/19		Has the Commission delivered efficient and effective aid for education in emergencies and protracted crises? Personal data is used to organise meetings and interviews, contact people and other stakeholders	Commission staff; EU agencies, NGOs; UN, UN relief agencies national ministries, Member States authorities	Full name, email, phone no, function, organisation	7 years		AQC, LS	Oui	Jordan/Uganda			Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Cooperation on readiness with priority third countries	489	CHAMBER III	11/02/20	CHAMBER III	MEMBER	11/02/20		Personal data is used to organise audit visits, contact persons and organise meetings.	ECA auditors, staff from FRONTEX, Commission, EEAS, Member states, international organisations, NGO's, think tanks and partner countries	Name, first name, email address, telephone number, function, address	7 years		AQC, LS	TRANSFER: emails addressed to Pakistan and other partner countries, international organisations, think tanks and NGO's	YES	Pakistan and other partner countries	International organisations, think tanks and NGO's	Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	

Processing operation (in the CA)	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA) Legal Service (LS) Audit Quality Control (AQC)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures	
Audit on fighting grand corruption in Ukraine 19CH3026	493	CHAMBER III	20/02/20	CHAMBER III	MEMBER	20/02/20		Personal data will be used to contact people, organise meetings and audit visits, send audit questionnaires, interviews with EU staff, Ukrainian authorities, beneficiaries and other relevant stakeholders.	Interpreters of the Commission, representatives of the audited authorities, of the Commission, the EEA, the representatives of international organisations and donors, the representatives of civil societies, experts/ academics, the representatives of Ukrainian authorities and other relevant stakeholders	Full name, telephone number, email address, function and administrative address	7 years		AQC, LS	TRANSFERR: Ukraine oui (use of emails)		Ukraine		use of emails address only	Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Migrant smuggling 20CH3029	503	CHAMBER III	04/05/20	CHAMBER III	MEMBER	04/05/20		Audit on whether Europol delivered added value to the Member States in combating migrant smuggling Personal data will be used to contact people, organise meetings, audit visits and interviews, to send questionnaires to MS and 3rd parties cooperating with Europol, to consult an expert who will support the team (contract)	Representatives of Europol, the Commission, EU agencies, national authorities (EU and non EU), international organisations, civil society, Europol national units, national investigators and other relevant authorities, experts/academics, interpreters.	name, telephone number, email address, function and administrative address (experts only: bank details and expenses justify)	7 years (10 years)		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
EU actions to combat disinformation 19CH3024	509	CHAMBER III	05/05/20	CHAMBER III	MEMBER	05/05/20		Performance audit on EU actions to combat disinformation Personal data is used to organise meetings and videoconf, contact and select experts, launch a survey	EU & EEA officials, Member states' authorities, beneficiaries, experts, online platform representatives, and other stakeholders	Names and contact details, emails from survey; Experts: possibly education & training details, bank details and justification of expenses)	7 years (10 years)	Checkmarket survey tool	AQC, LS	EEAS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Rules of law in the Balkans 20CH3031	511	CHAMBER III	14/05/20	CHAMBER III	MEMBER	14/05/20		The objective of the audit is to assess the effectiveness of the EU support (Instrument for Pre-Accession) to the Rule of Law in the Western Balkans (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia). The audit will specifically look at the following sectors, based on a sample of projects: Justice, fight against corruption and organised crime, media independence. The audit may require to process with personal data of the interviewed/visited/contacted persons. In the case where field missions would not be feasible due to the pandemic situation, the audit may require to send questionnaires (structured interviews) by email to collect audit evidence usually collected during oral interviews	Commission, EEAS, EU Agencies, national authorities (EU and non EU), private companies, international organisation, NGOs, think-tanks, academia	Full name, telephone no., email address, function, entity	7 years		AQC, LS							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
20CH3032 Cybersecurity Attack EU	544	CHAMBER III	20/11/20	CHAMBER III	MEMBER	20/11/20		Contact people, organise meetings, audit visits, interviews and carry out a survey. The audit team will perform an identified survey, with the purpose of being able to follow up on respondents' answers.	Audit team, Auditees	Full name, telephone number, email address, function and administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Performance audit: free movement of persons 21CH3035	564	CHAMBER III	09/03/21	CHAMBER III	MEMBER	09/03/21		Assess if the Commission taken effective actions to protect the right of free movement in the context of the COVID-19 crisis	ECA staff, Auditees	name, email address, tel.no., function	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Climate change and development aid 21CH3036	594	CHAMBER III	12/07/21	CHAMBER III	MEMBER	12/07/21		Personal data will be used to contact people, organise meetings, audit visits, interviews with staff of support facilities, with EC staff (DG INTPA) and delegation staff and project manager and carry on a survey.	Audit team, responsible Member and Cabinet, management of CH III, quality review colleagues, Auditees, Survey population: EU delegations and Representative of Members State	Name, first name, telephone number, email address, function and administrative address	7 years		AQC, LS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training		
Audit on territorial cooperation along the EU's external borders 21CH3037	597	CHAMBER III	07/09/21	CHAMBER III	MEMBER	07/09/21		The audit may require processing personal data of the interviewed/visited/contacted persons within the Commission, EU Agencies, national authorities (EU and third countries), private companies, international organisation, NGOs, think-tanks, academia, as well as for conducting surveys and/or interviews.	Audit team, responsible Member and Cabinet, management of CH III, quality review colleagues, Auditees	Name, first name, telephone number, email address, function and administrative address	7 years		AQC, LS	Russia, Ukraine(Belarus) Mediterranean Sea Basin (email address only)	Oui	Russia, Ukraine (Belarus, included as desk review) Mediterranean Sea Basin		Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training		
Survey – CH III's work programming and working arrangements in post-COVID times	599	CHAMBER III	15/09/21	CHAMBER III	PRINCIPAL MANAGER	15/09/21		Conducting an anonymous survey with the purpose to collect reflections and suggestions from ECA auditors	ECA staff	Full name, email address	2 months		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Preparatory Action on Defence Research 21CH3038	609	CHAMBER III	22/11/21	CHAMBER III	MEMBER	23/11/21		In order to perform this task, personal data was used to contact people, organise meetings and audit visits.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on Spotlight Initiative 22CH3039	621	CHAMBER III	04/03/22	CHAMBER III	MEMBER	04/03/22		Personal data will be used to contact people, organise meetings, audit visits, interviews and carry on a survey.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
AUDIT to assess whether the European External Action Service (EEAS) is well equipped to contribute effectively to the coherence of the Common Foreign and Security Policy (CFSP) 22CH3040	640	CHAMBER III	07/06/22	CHAMBER III	MEMBER	07/06/22		In order to perform this task, personal data was used to contact people, organise meetings and audit visits.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of management procedures (recruitment, promotion, etc.) and payments (salaries, allowances) to staff employed by agencies CH4ADB	83	CHAMBER IV	17/10/07	CHAMBER IV	MEMBER	09/03/12		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.	Officials and other staff within EU Agencies and Bodies	All personal data necessary to correctly calculate salaries, promotions, recruitment and any other administrative procedure	recurrent task 7 years after each audit		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Additional restricted access rights were implemented Backups	
Audit of the Single Supervisory Mechanism (task ...)	306	CHAMBER IV	06/07/15	CHAMBER IV	MEMBER	06/07/15		Personal data used to contact people, organise meetings and audit visits, audit bank files, examine CVs	Staff from EU-L, Agencies and Bodies involved in the SSM	Name, first name, telephone no., email address, function, administrative address of the contact people	7 years 3 months for the recruitment data		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Additional restricted access rights were implemented Retention period reduced for some personal data.	
Audit on portfolio loan guarantee instruments managed by the Commission (task ...)	317	CHAMBER IV	17/02/16	CHAMBER IV	MEMBER	17/02/16		Difficulties in accessing finance are one of the main obstacles facing SMEs. The EU supports European businesses by providing loan guarantees under several instruments. Although these instruments differ in their policy objectives and in the way the credit risk is distributed, they all offer financial support for SMEs. The audit examined whether the policy objectives were achieved and whether there was an impact on the financing of SMEs. Personal data used to contact people and organise meetings and visits to auditees.	Staff EU Commission + beneficiaries	Full name, telephone no., email address, function, entity	7 years		AQC, LS							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit on EU customs and the free circulation of goods (task 15REF201)	334	CHAMBER IV	10/05/16	CHAMBER IV	MEMBER	10/05/16		Manual processing when collected and then used to contact people by phone or email. Automatic transfer of a sample of 60 import declarations.	EU Commission Staff; import declarers	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on whether the Single Resolution Board was equipped to carry out bank resolutions effectively (task 17CH4002)	342	CHAMBER IV	11/10/16	CHAMBER IV	MEMBER	11/10/16		Personal data was used to contact people and organise meetings and audit visits. MS authorities were invited to take part in a survey. The replies were evaluated.	Staff from EU Institutions, Agencies & Bodies involved in SRB; Member states authorities	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Additional restricted access rights were implemented Retention period reduced for some personal data. Backups	

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photo, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures	
Audit of the ECB's operational management when setting up harmonised crisis prevention and management procedures and methodologies to respond rapidly and efficiently to crisis situations (tasks 15FEG203, 15FEGSRM)	352	CHAMBER IV	13/02/17	CHAMBER IV	MEMBER	13/02/17		Personal data was used to contact people and to organise meetings and audit visits. National commercial banks and national supervisory authorities were invited to reply to a survey. The replies were evaluated. The contact details of ECB officials were taken so they could be contacted for interview and to take part in a survey. CVs and training records were used to evaluate skills. Bank data was used to verify the efficiency of ECB processes. Contact details: full name, telephone no., email address, function, administrative address. CVs: Full name, telephone no., email address, function, administrative address, date of birth, qualifications, home address, training, sector of activity, qualification obtained.	Officials and other staff of EU bodies, notably the ECB; staff of national competent authorities	Full name, telephone no., email address, function, entity	2 years		AQC, IS							Physical and logical access control based on need to know principle Additional restricted access rights were implemented Retention period reduced for some personal data. Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit of EIOPA activities (task 17CH4003)	374	CHAMBER IV	30/11/17	CHAMBER IV	MEMBER	30/11/17		Audit of EIOPA's supervision of the insurance market and stress testing.	Commission officials; staff of the ESRI, the Swiss Supervisory Authority, insurance associations, EIOPA, national control authorities and other stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Horizon 2020 simplification (task 18CH4001)	375	CHAMBER IV	04/12/17	CHAMBER IV	MEMBER	04/12/17		Personal data was used to create a database with a view to a survey (14 000 names), follow-up (max. 500 names), further contacts, meetings and visits.	Beneficiaries of H2020 funding; other interested stakeholders; Commission officials; officials of implementing EU agencies	Full name, telephone no., email address, function, entity	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the Commission's use of venture capital instruments (task 17CH4004)	377	CHAMBER IV	05/12/17	CHAMBER IV	MEMBER	05/12/17		Audit whether the Commission make good use of the venture capital instruments Personal data was used to contact and interview people, organise meetings, visits and a survey.	Commission officials (DGs GROW, RTD, R&I and ECFIN); MS officials; final beneficiaries; other stakeholders, venture capital fund managers (Invest Europe and Luxembourg Private Equity Association); EU-backed venture capitalists; organisations representing start-up enterprises; European Investment Fund	Full name, telephone no., email address, function, entity	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on the vulnerability of e-commerce VAT and customs fraud and error (task 17CH4001)	383	CHAMBER IV	05/02/18	CHAMBER IV	MEMBER	05/02/18		Audit to assess the effectiveness of EU to tackle VAT and customs fraud and error linked to e-commerce VAT and customs fraud and error (task 17CH4001) Personal data was used to examine tax and import declarations, contact people and organise meetings and audit visits.	Commission officials; MS officials; legal representatives of companies whose tax and import declarations are examined	Name, first name, telephone no., email address, function, administrative address of the contact people in the Commission, and in the tax and customs services of the visited Member States; ID number (only of representatives of company submitting tax/import declarations)	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the EBA's management of the ECB stress-test exercise (task 18CH4002)	389	CHAMBER IV	10/04/18	CHAMBER IV	MEMBER	10/04/18		Audit on EBA's management of the stress-test exercise Personal data was used to contact people and organise meetings and audit visits. E-mail addresses were used for a survey of national commercial banks and, possibly, national supervisory authorities. The replies were evaluated. Some experts were selected on the basis of CVs.	EBA staff; national competent authorities (supervisors); supervised entities.	Name, first name, telephone no., email address, function, administrative address of the contact people in the ECB	7 years		AQC, IS						Physical and logical access control based on need to know principle Additional restricted access rights were implemented Retention period reduced for some personal data. Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of EU competition policy (task 18CH4004)	390	CHAMBER IV	12/04/18	CHAMBER IV	MEMBER	12/04/18		Audit of the enforcement of EU competition policy under Regulations (EC) No 1/2003 and 139/2004 (antitrust and merger) Personal data was used to organise meetings, to assess the assignment of Commission staff to cases, and to examine Commission files on cartel and antitrust investigations.	Commission and Member State officials; individuals concerned by cartel and antitrust investigations (this data was not transferred to the audit team)	Officials of the Commission and National officials Persons concerned by cartel and antitrust investigations (requested not to transfer such data to the audit team)	7 years		AQC, IS						Physical and logical access control based on need to know principle Additional restricted access rights were implemented Backups	Information Security Policy, procedures and Officer in place; Awareness training and additional training provided to the audit team DPIA done	
Briefing paper / legal opinion on accountability and audit arrangements for the proposed European Monetary Fund (task...)	395	CHAMBER IV	17/05/18	CHAMBER IV	MEMBER	17/05/18		Personal data was used to contact people and organised meetings and audit visits.	Commission officials (DG ECFIN); staff of other bodies and institutions (MS parliaments, Council, ESM Board of Directors / Governors / auditors.	Name, first name, telephone no., email address, function, administrative address of the contact people in the EMF and other stakeholders	7 years		Eventually ECA's Head of task* ECA IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Rapid case review on the Commission's monitoring of financial support paid to Euronews (task 19CH4008)	420	CHAMBER IV	28/11/18	CHAMBER IV	MEMBER	28/11/18		The rapid case review will describe and analyse the current system of monitoring by the Commission of Euronews financial support. Personal data was used to contact Commission staff and organise meetings with them.	Commission staff; Euronews employees and representatives	Full name, telephone no., email address, function, administrative address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
SME instrument Audit task 19CH4003	424	CHAMBER IV	21/12/18	CHAMBER IV	MEMBER	21/12/18		To arrange interviews with staff of the Commission, agencies and stakeholders, and to send a questionnaire to SMEI beneficiaries, national contact points and expert evaluators.	EU staff, Private companies staff, National innovation agencies staff, Experts	Full name, tel no, fax no, email address, administrative address, position in organisation	7 years	Checkmarket survey tool	AQC, IS					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training		
Audit of the Commission's role in designing and monitoring the effective implementation of national frameworks (task 18CH4005)	427	CHAMBER IV	13/12/18	CHAMBER IV	MEMBER	13/12/18		Performance audit on the Commission's role in the design and the monitoring of the effective implementation of national budgetary frameworks under the provisions of the Directive 85/2011, the TSG and Regulation 473/2013 Personal data was used to contact and arrange audit visits and meetings with Commission staff, experts, stakeholders and MS officials, and to make a survey of independent fiscal institutions in the Member States.	EU staff, national independent fiscal institutions staff	Full names, function, organisation and contact details	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of the EU agencies and performance (task 19CH4004)	430	CHAMBER IV	19/02/19	CHAMBER IV	MEMBER	19/02/19		Audit to verify whether the EU agencies are performance-driven. Personal data were used to organise interviews with staff from EU Commission, Agencies, their network and the stakeholders. A survey questionnaire was sent to EU Agencies staff and stakeholders.	EU Agency staff; Commission staff; discharge authorities; stakeholders; survey participants	Full name, email address, contact information, function	7 years	Checkmarket survey tool	AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of EU trade defence instruments (task 18CH4009)	433	CHAMBER IV	06/03/19	CHAMBER IV	MEMBER	06/03/19		Assessment whether the Commission ensured a due and efficient process in carrying out trade defence investigations and whether the underlying analysis were appropriate. Personal data was used to contact people/organise meetings/visit auditees and stakeholders, and to send an online survey to companies and industrial associations.	Commission, Agency and network staff; stakeholders; companies and industrial associations (survey).	Full name, email address, function, organisation name and tel. number will be used	7 years	Checkmarket survey tool	AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Statement of assurance (SoA/DAS) chapter 5	440	CHAMBER IV	19/03/07	CHAMBER IV	MEMBER	19/03/19		Annual Report, Chapter 5: Competitiveness Interviews with EU staff and stakeholders, on-the-spot visits, sampling of transactions.	Commission and Agency staff; stakeholders and other organisations linked to the EU budget spending.	Full name, function, organisation, telephone number, email address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Auditing the exchange of tax information in the EU (task 19CH4002)	457	CHAMBER IV	11/06/19	CHAMBER IV	MEMBER	11/06/19		Audit on whether the regulatory and control framework set up by the Commission and Member States in respect of exchanges of tax information in the EU is effective and ensures a level playing field for all the taxpayers within the EU Personal data was used to interview Commission and MS officials.	Commission's and Member States' officials	Full name, function, organisation, telephone number, email address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of contingent liabilities (task 19CH45CL)	460	CHAMBER IV	04/06/19	CHAMBER IV	MEMBER	04/06/20		The Court of Auditors shall, in particular, report on any contingent liabilities (whether for the Single Regulation 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. Personal data was used to contact people and organise meetings and interviews.	Commission staff, consultants, other stakeholders, plaintiffs	Full name, employer of lawyers	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on the efficiency of the European Personal Selection Office - EPSO (task 19CH5003)	461	CHAMBER IV	01/07/19	CHAMBER IV	MEMBER	01/07/19		Survey of EU staff on the efficiency of the European Personal Selection Office. Personal data was used to contact people (incl. candidates), organise meetings, interviews; used to conduct a survey / tweets from the official EPSO Twitter account and accounts interacting with EU career were collected and analysed	Auditees; contractors, managers for the survey population, selection board members, Member states network of HR experts, student ambassadors	Full name, telephone number, email address, function and administrative address	7 years	Checkmarket survey tool	AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on building an effective Capital Markets Union (task 19CH4006)	462	CHAMBER IV	15/07/19	CHAMBER IV	MEMBER	15/07/19		Audit on the impact of the EU's CMU policy actions on growing access to finance for companies and removing cross-border barriers. The audit used evidence from 2 surveys, visits to MS authorities and interviews with Commission departments and stakeholders. Personal data was used to contact people for meetings and audit visits, and to organise the surveys.	Officials from the Commission and the European agency managing CMU policy actions (DGs FISMA, ECFIN, GROW and RTD and ESMA); beneficiaries of CMU policy actions (e.g. SMEs); associations; MS authorities, experts and other potential stakeholders	name, contact details, organisation, function, administrative address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of space assets (task 19CH4007)	475	CHAMBER IV	08/10/19	CHAMBER IV	MEMBER	08/10/19		Appreciation of effectiveness of the Commission concerning the uptake of services provided by the EU's main space programme, Copernicus and Galileo. Personal data is used to organise meetings and visits, identify and send a survey to stakeholders/beneficiaries & contracting an expert (selection procedure and expert's expenses)	Commission staff, expert, beneficiaries and stakeholders, Member states authorities,	Name, first name, telephone number, email address, function and administrative address Bank details (expert)	7 years 10 years for accounting just.		AQC, IS, Accounting dept						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	

Processing operation (in the ECA)	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, phone, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures	
SRM Bank resolution 19CH4005	482	CHAMBER IV	20/11/19	CHAMBER IV	MEMBER	20/11/19		Personal data is used to organise audit visits, send questionnaires and a survey	Other persons who have or have had an employment contract with, or require an access to, ICT resources within the Court are also data subjects. For these individuals, only the minimum information required is stored; CVs	Full name, email address, function and organisation	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit on EU Anti Money Laundering policy 20CH4001	490	CHAMBER IV	30/01/20	CHAMBER IV	MEMBER	30/01/20		Personal data is used to organise audit visits, contact persons and organise meetings. Selection of expert(s) and the reimbursement of their costs.	ECA auditors, staff from ECB, EBA, Commission, EEAS, EUROPO, experts	Name, first name, email address, telephone number, function, address	7 years (bank details) 10 years (bank details)		AQC, LS		Non				Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Post-Programme Surveillance 20CH4003	505	CHAMBER IV	23/03/20	CHAMBER IV	MEMBER	23/03/20		Audit on Post-Programme Surveillance Personal data will be used to contact people, organise meetings, audit visits, interviews, carry on a survey and constitute a panel of experts.	Commission/EU officials, national authorities, experts, Members of the Council's economic and financial committee and other stakeholders	Full name, telephone number, email address, function and administrative address Experts' CVs (Justification of expenses)	7 years (10 years)	Checkmarket survey tool	AQC, LS, Accounting dept						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Internationalisation of SMEs 20CH4004	510	CHAMBER IV	07/05/20	CHAMBER IV	MEMBER	07/05/20		Audit on Internationalisation of SMEs Personal data will be used to contact people, organise meetings, audit visits, structured interviews and evaluate views expressed, sent written questionnaire, and carry on a survey, and work with experts.	Commission staff (incl experts), EASME-EEN, SME Association, the Start-up Europe initiative coord, EBF/EF-SME associations & organisations, NPTE and EEN partners	Full name, telephone number, email address, function and administrative address	7 years	Checkmarket survey tool	AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Review COVID-19 economic policy response: measures and challenges in the context of EU economic coordination 20CH4009	514	CHAMBER IV	25/05/20	CHAMBER IV	MEMBER	25/05/20		The review aims at taking a comprehensive stock of the EU and Member State economic policy counteractions following the global pandemic of COVID-19. Personal data will be used to contact people and organise interviews (Commission and other stakeholders), and exchange views with experts	Commission and other EU agencies staff Member states experts, scientists and representative ministries	Full name, email address, phone number, email address, function and administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Performance audit on Intellectual Property Rights	526	CHAMBER IV	13/07/20	CHAMBER IV	MEMBER	06/08/20		Performance audit on EU-Trademarks, community designs and geographical indications whereby personal data will be used to contact and visit auditees, custom services in member states and other stakeholders, perform data analysis from the registration process for IP and use data from national infringement cases to be checked in the EU central infringement database	audit team, EIUIPO staff, staff from EU Member customs services, other stakeholders, infringers	Full name, contact details for the different categories of staff; national registration number, Court case, infringement and investigation reports for the infringers	7 years		AQC, LS	EUIPO and EU customs services	Non					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Horizon 2020 widening 20CH4005	535	CHAMBER IV	25/09/20	CHAMBER IV	MEMBER	25/09/20		Personal data will be used to contact people and carry on 2 surveys.	Commission staff - Representatives of national Managing Authorities - Representatives of national authorities	Full name, email, phone number, organisation, function	7 years	Checkmarket survey tool	AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Single Market: Investment funds- investor protection and financial stability 20CH4006	538	CHAMBER IV	07/10/20	CHAMBER IV	MEMBER	07/10/20		Anonymous survey with representatives of the national authorities and consumer organisations on audit on investment funds.	Audit team, National authorities, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Reliable EU statistics 21CH4007	557	CHAMBER IV	05/02/21	CHAMBER IV	MEMBER	05/02/21		Personal data will be used to contact people, identify and select experts, organise meetings, audit visits, interviews and send questionnaires.	Audit team, Auditees, Consultants/Experts, Others stakeholders (academics, local users, ministries)	Full name, telephone number, email address, function and administrative address; emails of the stakeholders in the anonymous questionnaire	7 years; E-mails of the stakeholders in the anonymous questionnaire: 1 year		AQC, LS, Accounting dept						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Statement of Assurance European Joint Undertakings 20CH4005	558	CHAMBER IV	02/03/21	CHAMBER IV	MEMBER	02/03/21		Provide the Statement of Assurance for the European Joint Undertakings through analysing MUS samples of grant payment transactions and cost items and interviews with beneficiaries' staff, JU staff and other stakeholders.	Audit team, Auditees	Name, function, organisation, telephone numbers, email addresses	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Conflict of interest in CAP and Cohesion policy 21CH1004	562	CHAMBER IV	22/03/21	CHAMBER IV	MEMBER	22/03/21		Personal data will be used to contact people, organise meetings, audit visits, interviews and carry on a survey. The replies will be analysed and used while assessing the audited area.	Audit team, Auditees, Consultants/Experts, Interpreters, Others stakeholders (NGO, NU, IO...) (Managing Authorities, Intermediary Bodies, Certification Bodies, Audit Authorities)	Full name, telephone number, email address, function and administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
audit e-Government, 20CH4008	563	CHAMBER IV	09/03/21	CHAMBER IV	MEMBER	09/03/21		Assessment of the effectiveness of the Commission's e-Government actions targeting businesses. Processing data to organise meeting and visits, and to identify and send a questionnaire to the Commission and Member States	Audit team, Auditees, Member State Authorities	Name, first name, telephone number, email address, function and administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Energy Union 21CH4006	569	CHAMBER IV	16/04/21	CHAMBER IV	MEMBER	16/04/21		Personal data will be used to contact people, organise meetings, audit visits, interviews and carry on a survey.	Audit team, Auditees, Consultants/Experts, Others stakeholders (NGO, NU, IO...) Contacts for survey => Reporting member, cabinet staff, team members, ECA IT staff supporting task responsible for all IT platforms referred to above; Auditees, Consultants/Experts, Officials from Member States/Organisations	Full name, telephone number, email address, function and administrative address; emails from the anonymous surveys	7 years; 6 months	CheckMarket	AQC, LS, Accounting dept						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Recovery & Resilience Facility RFF 21CH4002	588	CHAMBER IV	21/05/21	CHAMBER IV	MEMBER	21/05/21		Meeting organisation using emails and Teams; exchanges (questionnaires) with officials from Commission, Member States and stakeholders; identifying and selecting experts for the subject matter (reimburse experts' expenses)	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone number, email address, function and administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Performance Audit on the Commission's monitoring of the Recovery and Resilience Facility (RFF) 22CH4002	622	CHAMBER IV	08/03/22	CHAMBER IV	MEMBER	08/03/22		Personal data will be used to contact and organise meetings.	EC staff	Full name, telephone no., email address, function, administrative address.	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Authorised Economic Operators Audit 22CH4005	623	CHAMBER IV	08/03/22	CHAMBER IV	MEMBER	08/03/22		Personal data will be used to contact and organise meetings.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Foreign Direct Investment Screening 22CH4003	634	CHAMBER IV	18/05/22	CHAMBER IV	MEMBER	18/05/22		Personal data will be used to contact people, organise meetings and getting feedback in order to produce and publish the related audit report	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Anti Money Laundering Seminar	643	CHAMBER IV	18/07/22	CHAMBER IV	MEMBER	20/07/22		Management of conference on Anti-money laundering	ECA staff, EIUIOBAs staff, external	Full name, telephone no., email address, function, entity	7 years		AQC, LS								
Audit of the Commission's treasury management	200	CHAMBER V	19/02/09	CHAMBER V	MEMBER	19/02/09		Audit of the Commission's treasury management	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, function, organisation, telephone number, email address	recurrent task 7 years after each audit								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Commission monitoring of fraud cases (task 17CH5004)	358	CHAMBER V	19/07/17	CHAMBER V	MEMBER	19/07/17		Personal data might be used to contact Commission, Eurojust, Member State officials, national prosecutors and experts involved in the management of fraud risks in EU spending; 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; the implementation of judicial recommendations made by OLAF in its final reports in 4 Member States (DE, IT, PL, BG); To be able to contact people/organise meetings and interviews/send out a survey to the 28 EU Supreme Audit Institutions.	OLAF Staff Persons mentioned in the fraud cases	Full name, position, organisational unit, contact details for the OLAF staff Any personal data mentioned in the fraud cases	7 years (fraud case data stayed at OLAF and Member states and was never collected and stored @ECA)									Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Survey questionnaire on the European Fund for Strategic Investments (EFSI) (task 17CH5005)	361	CHAMBER V	06/07/17	CHAMBER V	MEMBER	06/07/17		Contact details were used to invite survey replies, which were then analysed and stored. Respondents might be contacted again for additional information.	Representatives of national promotional banks and institutions, financial intermediaries and beneficiaries	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Rapid case review on the implementation of the 5% staff reduction (task 17CH5006)	363	CHAMBER V	19/07/17	CHAMBER V	MEMBER	19/07/17		Review based on the evaluation of data provided by all EU institutions, bodies and agencies. Personal data was used to contact people, to organise meetings and audit visits. The details of experts were used to invite survey replies, which were then evaluated.	Officials of the EU organisations contacted during the audit	Full name, telephone no., email address, function, entity	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audit of Customs 2020 (task 18CH5005)	373	CHAMBER V	23/11/17	CHAMBER V	MEMBER	23/11/17		Audit to assess the implementation of IT systems to modernise the EU customs environment. Customs authorities were invited to take part in a survey, and the replies were evaluated.	Commission officials, MS officials; contact persons at custom authorities	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures
Audit of ethical rules at the Commission, EP and Council (task 18CH5002)	384	CHAMBER V	28/02/18	CHAMBER V	MEMBER	28/02/18		Audit of whether ethical framework is well established in the European Commission, European Parliament and Council Personal data was used to examine the impact of ethical requirements by contacting people, arranging meetings and interviews and sending out invitations to take part in a survey.	Commission, EP and Council officials (around 100) for meetings and interviews; all staff of the three institutions so that surveys could be sent out (approx. 500 per institution)	Full name, position, organisational unit, email address, phone numbers, length of service, experts' CVs	7 years 6 months for emails used for the survey	EU survey	AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Opinion on the rule of law (task 18CH5004a)	400	CHAMBER V	04/06/18	CHAMBER V	MEMBER	04/06/18		Opinion on the protection of the Union's budget in case of generalised deficiencies as regards the rule of law in the Member States Personal data was used to contact people and organise meetings	Commission, EP and, possibly, Council of Europe officials	Full name, tel no, email address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit of public consultation in the EU's law-making process (task 18CH5004)	401	CHAMBER V	10/04/18	CHAMBER V	MEMBER	10/04/18		The audit will evaluate if the Commission ensures that public consultation contributes to an effective EU law-making. Personal data was used to contact people, organise meetings and visits and select a panel of experts. A survey was held to gather the views of citizens who had taken part in public consultations. The survey was anonymous, but respondents could give their contact details if they wished to take part in a prize draw.	Commission officials; external experts (>10); retention period 7 years Citizens (> 1000); retention period 6 months	Full name, tel no, email address, function Email for the citizen	7 years 6 months for emails used for the survey		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Opinion on the Commission's proposal of 23 May 2018 on amending OJAF Regulation 883/2013 as regards cooperation with the European Public Prosecutor's Office and the effectiveness of OJAF investigations	409	CHAMBER V	25/09/18	CHAMBER V	MEMBER	25/09/18		The Opinion will focus on the proposal in accordance with the Commission's request and in line with the Legal Service's advice. Personal data was used to contact people/organise meetings and interviews with Commission staff, stakeholders and experts.	Commission, Council and Parliament officials; external experts	Full name, email address, function, administrative address.	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Review of the EU's 2018 budgetary and financial management (task 18CH5007)	416	CHAMBER V	22/10/18	CHAMBER V	MEMBER	22/10/18		To examine the functioning and reporting of EU budgetary and financial management. Personal data was used to be able to contact people and organise meetings	Officials from DG BUDG and, possibly, other Commission DGs; possibly EIB staff	Full name, telephone no., email address, function, administrative address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Rapid case review on sustainable development reporting (task 18CH5006)	426	CHAMBER V	27/11/18	CHAMBER V	MEMBER	27/11/18		This rapid case review will focus on how EU institutions and agencies report on sustainability Personal data were used to interview experts and send out a survey with the aim of obtaining information for the review.	Experts on sustainable practices at the EU institutions and other organisations	Full name, function, organisation, telephone number, email address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit of the European Investment Advisory Hub (task 19CH5002)	429	CHAMBER V	21/11/18	CHAMBER V	MEMBER	21/11/18		To assess whether the EIAH has boosted investment in the EU. Personal data was used to contact people, interview them, organise meetings and visits. A survey was launched to collect audit evidence about the EIAH and its functioning.	EIAH, EIB and Commission staff; EIAH beneficiaries; staff of national promotion banks	Full name, function, organisation, email address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Statement of assurance (SoA/DAS): chapter 1	436	CHAMBER V	19/03/07	CHAMBER V	MEMBER	19/03/19		Annual Report, Chapter 1: Reliability of the accounts Interviews with EU staff and stakeholders, on-the-spot visits, sampling of transactions.	Commission and Agency staff; stakeholders (other organisations linked to the EU budget spending)	Full name, function, organisation, telephone number, email address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Statement of assurance (SoA/DAS) :chapter 2	437	CHAMBER V	19/03/07	CHAMBER V	MEMBER	19/03/19		Annual Report, Chapter 2: Financial and budgetary management Interviews with EU staff and stakeholders, on-the-spot visits, sampling of transactions, surveys to obtain feedback from Commission and Member States.	Commission and Agency staff; stakeholders	Full name, function, organisation, telephone number, email address	7 years 6 months for emails used for the survey		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Statement of assurance (SoA/DAS): chapter 3	438	CHAMBER V	19/03/17	CHAMBER V	MEMBER	19/03/19		Annual Report, Chapter 3: Getting results from the EU budget Interviews with EU staff and stakeholders, on-the-spot visits, sampling of transactions, surveys to obtain Commission feedback.	Commission and Agency staff; stakeholders	Full name, function, organisation, telephone number, email address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Statement of assurance (SoA/DAS) chapter 4	439	CHAMBER V	19/03/07	CHAMBER V	MEMBER	19/03/19		Annual Report, Chapter 4: Revenue Interviews with EU staff and stakeholders, on-the-spot visits, sampling of transactions.	Commission and Agency staff; stakeholders	Full name, function, organisation, telephone number, email address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Statement of assurance (SoA/DAS) chapter 10	445	CHAMBER V	19/03/07	CHAMBER V	MEMBER	18/06/20		Annual Report, Chapter 10 MFF-5: Administration Interviews with EU staff and stakeholders, on-the-spot visits, sampling of transactions.	Commission and Agency staff; stakeholders	Full name, function, organisation, telephone number, email address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Briefing paper on Better Regulation (task 19CH5001)	447	CHAMBER V	04/04/19	CHAMBER V	MEMBER	04/04/19		Briefing paper on Better Regulation Personal data was used to organise interviews with staff from EU Commission, RSB, Committees, EP and stakeholders and on-the-spot visits, selection of experts.	Staff from the Commission, the RSB, the Committees and the European Parliament; other stakeholders; experts	Full name, function, organisation, telephone number, email address and photos	7 years		AQC, IS, Accounting dept						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Sustainability Reporting Forum	458	CHAMBER V	18/06/19	CHAMBER V	MEMBER	18/06/19		Organisation of the conference and sending out an anonymous feedback survey by email to the participants. Personal data were used to contact people	SMS contacts (EU institutions & agencies staff, private sector auditors, academics, NGO representatives)	Full name, function, organisation, telephone number, email address, function and administrative address	1 year	Checkmarket survey tool	AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Annual report (Part B: performance) task CH5RES	459	CHAMBER V	20/06/19	CHAMBER V	MEMBER	15/12/20		Annual report (Part B) on performance. Personal data was used to contact people and organise meetings and interviews.	Commission staff	Full name, telephone number, email address, function and administrative address	7 years		AQC, IS	Commission staff					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit on the management of customs financial risk (task 18CH5006)	468	CHAMBER V	13/09/19	CHAMBER V	MEMBER	13/09/19		Personal data was used to contact people, organise meetings, audit visits, interviews, distribute questionnaires to Member State's custom authorities.	Representatives of the Member States' customs authorities, Commission's staff	Full name, telephone number, email address, administrative address, function	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Review of the EU-Asia Strategic Agenda for Cooperation 20CH5001	480	CHAMBER V	18/11/19	CHAMBER V	MEMBER	18/11/19		Organise meetings, send questionnaire, organise a panel of experts in order to draft the review of the EU-Asia SAC	Commission & EAS staff / Experts	Full name, telephone number, email address, function and administrative address, Bank details: photos, videos (experts)	7 years		AQC, IS, Accounting dept						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Gender equality 19CH5004	483	CHAMBER V	28/11/19	CHAMBER V	MEMBER	28/11/19		Organise meetings, interviews Send questionnaires for feedback Identify and select an expert to perform a limited study (with contract)	Commission staff, representatives responsible for gender mainstreaming at national level and the High Level Group on Gender Mainstreaming, The Advisory Committee on Equal Opportunities, relevant stakeholders, coordinating bodies and managing authorities, representatives of the selected MS/Regions and of EIGE and OECD, officials in charge of the partnership agreements, programmes, experts	Name, first name, telephone number, email address, function and administrative address, Experts: bank details	7 years		AQC, IS, Accounting dept						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Blacklisting 20CH5005	484	CHAMBER V	16/01/20	CHAMBER V	MEMBER	16/01/20		Audit on whether the EU uses efficiently data on (potential) recipients to enhance its budget protection Personal data will be used to contact people, organise meetings, audit visits and interviews datamining of contracts and blacklists	Representatives of the audited authorities, Commission DGs and Member States, experts, EU funds recipients and relevant stakeholders: institutions' staff, authorities Member State level, auditees and benchmarked entities (EIB/EIF, OECD, commercial data analytics companies, SIGMA experts).	Full name, telephone number, email address, function and administrative address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Commission's work and reporting on legality and regularity information in Cohesion 20CH5008	492	CHAMBER V	13/02/20	CHAMBER V	MEMBER	10/03/20		Audit of Commission's audit process relevance and reliability of annual level of error for Cohesion expenditure Sampling to select audit files and audit reports of the Commission Interviews with staff from EU Commission. On-the-spot visits	Commission staff, Member states authorities	Full name, function, organisation, telephone number, email address	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Review task on third country contributions 20CH5007	519	CHAMBER V	25/06/20	CHAMBER V	MEMBER	25/06/20		Review task on third country financial contributions Personal data will be used to contact people to obtain information relevant for the review and to organise meetings	Commission, European External Action Service, Council of the EU and coordination and/or surveillance bodies (FTA secretariat)	Full name, email address, function,	7 years		AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photo, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures
Opinion on a proposal for amending the Financial regulation applicable to the budget of the European Schools 20CH501A	524	CHAMBER V	09/07/20	CHAMBER V	MEMBER	14/07/20		Delivering an opinion on a proposal for amending the Financial Regulation applicable to the budget of the European Schools	ECA staff, European school staff, stakeholders like EP, EC DG's, external auditors, parents representative, etc	Full name, email address, phone number, email address, function and administrative address	7 years		Private offices, LS, AQC	EU Schools, external auditors					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Task plan - Opinion public loan facility 20CH501B	527	CHAMBER V	14/07/20	CHAMBER V	MEMBER	14/07/20		Opinion on the public sector loan facility	Representatives and staff from the Commission, the EIB staff	Full name, telephone number, email address, function and administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit on the external consultants 20CH5003	530	CHAMBER V	31/08/20	CHAMBER V	MEMBER	31/08/20		In the context of the audit task, personal data will be used to contact people to obtain information relevant for the review and to organise meetings.	Commission staff	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Annual report on performance Follow-up review of special report recommendations CH5UP	532	CHAMBER V	15/09/20	CHAMBER V	MEMBER	15/09/20		In the context of the review task, personal data will be used to contact people to obtain information relevant for the review and to organise meetings.	Commission staff, other EU institutions and bodies staff	Full name, email address, function, organisation	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Report on the annual accounts of the European Schools 20CH5EEU	548	CHAMBER V	30/11/20	CHAMBER V	MEMBER	30/11/20		Desk review	European Schools staff	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Opinion on the Commission's proposal on establishing the Brexit Adjustment Reserve 21CH501A	555	CHAMBER V	22/01/21	CHAMBER V	MEMBER	22/01/21		Audit Task - Opinion on the Commission's proposal of 25 December 2020 on establishing the Brexit Adjustment Reserve.	Audit team, Auditees	Full name, telephone number, email address, function and administrative address	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Lobbying lawmakers 21CH5003	579	CHAMBER V	29/04/21	CHAMBER V	MEMBER	29/04/21		Personal data are used to contact commission staff and organise meetings, as well as to report (task plan, minutes of meetings-interviews, working papers, opinion)	Audit team, Auditees, Consultants/Experts, Contacts for survey	Full name, telephone number, email address, function and administrative address	7 years; for email addresses in discharge decision for the relevant SR		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
21CH5004 - Have the EU institutions overcome their Covid-19 crisis and emerged more resilient?	583	CHAMBER V	17/05/21	CHAMBER V	MEMBER	17/05/21		Processing data for organising meetings and interviews, drawing a sample of registrants and sending out a questionnaire to gather information on registrants of the EUTR	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
GNI Verification 21CH5005	590	CHAMBER V	14/06/21	CHAMBER V	MEMBER	14/06/21		In order to perform this task, personal data was used to contact people, organise meetings and audit visits.	Audit team, Auditees, Consultants/Experts, Contacts for survey	Full name, telephone number, email address, function and administrative address	7 years; for email addresses in discharge decision for the relevant SR	CheckMarket	AQC, LS, Accounting dept						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Budget Galaxay 2021+ 21CH5001	591	CHAMBER V	10/06/21	CHAMBER V	MEMBER	14/06/21		Personal data will be used to contact people, organise meetings, audit visits, interviews and carry on a survey. Further processing carried out to identify, select and hire experts and to reimburse expert's expenses.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
The Commission's control system for the RRF: is it designed to ensure the regularity of payments and the protection of the EU financial interests? 21CH5	604	CHAMBER V	14/10/21	CHAMBER V	MEMBER	14/10/21		audit on the design of the EU financial architecture (known as "Galaxay"); adequate to finance the EU policies?	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Information about the Opinion on the Commission's proposal for a Regulation on the statute and funding of European political parties and foundations 22CH501A	617	CHAMBER V	11/02/22	CHAMBER V	MEMBER	11/02/22		OPINION on the Commission's proposal for a Council Regulation on the methods and procedures for making available own resources based on the Emission Trading System, the Carbon Border Adjustment Mechanism and reallocated profits and on the measures to meet cash requirements 22CH501B	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Audit Debt management at the EC 21CH5007	631	CHAMBER V	22/04/22	CHAMBER V	MEMBER	22/04/22		Provide an opinion on the subject	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Opinion on a proposal for a Regulation of the European Parliament and of the Council amending Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union 22CH501C	633	CHAMBER V	17/05/22	CHAMBER V	MEMBER	17/05/22		Personal data will be used to contact people, organise meetings and getting feedback in order to produce and publish the related opinion	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Digitalisation of EU Funds	636	CHAMBER V	20/05/22	CHAMBER V	MEMBER	20/05/22		Personal data will be used to contact people, organise meetings and getting feedback in order to produce and publish the related audit report.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Opinion on EPPO amendment proposal 22CH501D	637	CHAMBER V	03/06/22	CHAMBER V	MEMBER	03/06/22		Personal data will be used to contact people, organise meetings and publish the related opinion	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Opinion on proposal for a Regulation on financial rules 22CH501E	642	CHAMBER V	01/07/22	CHAMBER V	MEMBER	01/07/22		Personal data will be used to contact people, organise meetings and audit visits.	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, entity	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Recovering EU funds 22CH5001	644	CHAMBER V	11/08/22	CHAMBER V	MEMBER	11/08/22		Personal data will be used to contact people, organise meetings and getting feedback in order to produce and publish the related opinion	Audit team, responsible Member and Cabinet, quality review colleagues, auditees, stakeholders	Full name, telephone no., email address, function, administrative address.	7 years		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Promotions to AD13 and above	253	COURT	05/03/07	COURT	SECRETARY GENERAL	05/03/07		Promotion of officials pursuant to Article 45 SR and Court Decision 45-2005.	Staff eligible for promotion AD13 or higher	Evaluation reports, administrative data, career history	1 year		SECRETARIAT OF THE COURT (SCC)	EP Budgetary Control Committee Public (Annual Activity Report)					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Simultaneous interpretation	545	COURT	23/11/20	ECA	DIRECTOR/MEMBER/SGL	23/11/20		Promotion of officials pursuant to Article 45 SR and Court Decision 45-2005.	ECA staff, Auditees										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Event ECA - Virtual Open Day	614	COURT	31/01/22	HR, FINANCE & GENERAL SERVICES (SGS)	DIRECTOR	31/01/22		Real time interpretation of virtual audit meetings	Participants	title, first name/family name, organisation, email address	18 months / unlimited for voice/image								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Members meetings attendance list Register	515	COURT	03/06/20	SECRETARIAT OF THE COURT (SCC)	President	03/06/20		Organisation of the ECA virtual Open day Building a better future by learning from the past, Registration of participants Recording of the event	ECA Members	Full name, function, request to be excused, decision for the requests, type of meeting, date	??		SECRETARIAT OF THE COURT (SCC)	EP Budgetary Control Committee Public (Annual Activity Report)					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training

Processing operation (in the CA)	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA) Legal Service (LS) Audit Quality Control (AQC)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures
Notifications to DPO, creation of and access to the Register	15	DATA PROTECTION OFFICER (DPO)	12/10/06	DATA PROTECTION (DPO)	DPO	19/10/22		The Register of the Data Protection Officer (DPO) is the ECA's central register of all processing operations in all directorates and departments. The ECA Controllers notify the DPO of their processing of personal data and the DPO keeps the Records in the Register. The DPO team members support the controllers in the preparation of the Records, while the DPO provides an opinion on the processing, and as the case may be, liaises with EDPS and/or data subjects. The personal data of participants in the notification process need to be processed by the DPO team so that they can be identified and confirmed in their role. The Records are composed of two sections: 1/ "ECA Use" section: exclusively for internal use; 2/ a "Public Use" section: published on the ECA DPO website. Controllers are advised to provide a generic functional mail address to be disclosed publicly via the Record. Access to the DPO folders is restricted to the DPO team members only. The list of ECA controllers is published on the DPO intranet page as a reference for the staff, as data subjects, as well as for the DPO team members to know whom to contact if the need arises when performing and supporting the DPO in her missions. Should the DPO approach the EDPS of the data subjects concerned, or vice-versa, the communications are kept in the DPO folders relating to the Record keeping activity of the DPO.	ECA controllers and ECA staff	Function, contact details, communications (e-mails)	Register: The Register is kept indefinitely however it is regularly being purged from Records that are erased. Record: Each Record in the Registry is kept until the processing covered by the Record is ongoing followed by the retention period set up for the processing covered by the Record itself. This means that, should the processing stops, the retention of the Record follows the retention deadline in the Record. E.g. for audits, 7 years from the release date of the audit. Records covering recurrent processing operations are regularly being updated.	None	ECA staff (on a need-to-know basis e.g. LS, internal auditor, SGL)	the "public section" of the Record is disclosed online (internet publication)	Non	n/a	n/a	Access to DPO folders only available to DPO team members	Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training Pseudonymisation of PD when a case is shared with internal service
Directorate of Quality Control Survey Principal Managers	624	DIRECTORY OF THE QUALITY CONTROL COMMITTEE (DQC)		AUDIT QUALITY CONTROL COMMITTEE (DQC)	DIRECTOR	23/03/22		Personal data will be used to organise a survey and collect feedback from Principal Managers on DQC service. Satisfaction survey following the Internal Independent Quality Report (IQOR) of draft special and review reports and opinions	ECA staff	Email address	2 months	n/a							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Time recording - AMS	132	DIRECTORY OF THE PRESIDENCE (DOP)	05/05/08	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	05/05/08		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.	ECA staff	Full name	X ????							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
ECA Award for research into public sector auditing	251	DIRECTORY OF THE PRESIDENCE (DOP)	28/03/11	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	28/03/11		Attribute the ECA Award for academic research linked to public audit and to the ECA's mission and values.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Stakeholders database (SMS)	296	DIRECTORY OF THE PRESIDENCE (DOP)	16/12/14	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	16/12/14		Management of the contact details of stakeholders with a view to contacting them and sharing information.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Composition of special report audit teams	300	DIRECTORY OF THE PRESIDENCE (DOP)	23/02/15	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	23/02/15		Auditors and other staff involved in producing a special report consent to their name and picture appearing in the report.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Relais pour la vie	315	DIRECTORY OF THE PRESIDENCE (DOP)	14/01/16	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	14/01/16		Organisation of the teams participating in the Relais pour la vie					ECA participants						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Alumni newsletter	327	DIRECTORY OF THE PRESIDENCE (DOP)	30/03/16	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	30/03/16		Current and former staff can sign up to receive the periodic Alumni newsletter. Staff send elements of their personal data (births, marriages, career development, etc.) to DOP, which saves it in the Alumni database.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Survey of economic experts in Member States on their perceptions of the Commission's 'country reports'	329	DIRECTORY OF THE PRESIDENCE (DOP)	04/04/16	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	04/04/16		Members' private offices submit the contact details of national economic experts who can be invited to take part in a survey. The replies are evaluated and respondents may be contacted for further details.				Checkmarket survey tool							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Use of Shutterstock	425	DIRECTORY OF THE PRESIDENCE (DOP)	14/01/18	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	14/01/18		Database of images and photographs.	ECA staff	Full name, e-mail address, administrative address, function	life of the contract								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
2020 Contact Committee meeting - preparatory survey on EU added value	477	DIRECTORY OF THE PRESIDENCE (DOP)	30/10/19	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	30/10/19		Organisation of a preparatory survey amongst SAls concerning EU added value for the preparation of the 2020 Contact Committee meeting.	Liaison Officers / Presidents of EU SAls	Name, e-mail address	End of their mandate 1 month after the end of event for which the survey is used	Checkmarket survey tool							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Contact Committee cooperation – survey on the audit of National Recovery and Resilience Plans	582	DIRECTORY OF THE PRESIDENCE (DOP)	05/05/21	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	07/05/21		Get feedback through a survey	SAl liaison officers	email address	9 months								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Internet: likes, comments, small ads processing	601	DIRECTORY OF THE PRESIDENCE (DOP)	14/09/21	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	14/09/21													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Contact Committee survey	615	DIRECTORY OF THE PRESIDENCE (DOP)	31/01/22	DIRECTORY OF THE PRESIDENCE (DOP)	PRINCIPAL MANAGER	31/01/22		Organisation of a survey to collect views of the Contact Committee SAls in the EU											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
YES 2022 ECA participation	626	DIRECTORY OF THE PRESIDENCE (DOP)	01/04/22	DIRECTORY OF THE PRESIDENCE (DOP)	DIRECTOR	01/04/22		Personal data will be used to select auditors willing to participate to YES 2022											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Internal audit processes	217	DIRECTORY OF THE PRESIDENCE (DOP)	01/09/09	INTERNAL AUDITOR (IAS)	INTERNAL AUDITOR (IAS)	01/02/22		Article 118(2) of the 2018 Financial Regulation (Council Regulation 1605/2002) gives the internal auditor "full and unlimited access to all information required to perform his duties".			recurrent and non-recurrent tasks: 7 years after each audit								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Internal survey: ECA staff survey on fraud	531	DIRECTORY OF THE PRESIDENCE (DOP)	14/09/20	INTERNAL AUDITOR (IAS)	INTERNAL AUDITOR (IAS)	14/09/20		ECA staff anonymous survey on fraud	ECA staff	name, emails addresses	1 month for survey	EU survey							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Internal survey: Equal opportunity at ECA	533	DIRECTORY OF THE PRESIDENCE (DOP)	17/09/20	INTERNAL AUDITOR (IAS)	INTERNAL AUDITOR (IAS)	17/09/20		Anonymous survey to all staff Interviews led by Deloitte (with volunteer staff)	ECA staff	Anonymous survey Full name, Email, Job level and Department - for volunteer interviews	1 month for survey On completion of the project for the interviewees	Checkmarket survey tool Deloitte	IAS (no FD, only survey results)	Debitte (only contact details of ECA staff willing to be interviewed)					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Internal survey: Covid	534	DIRECTORY OF THE PRESIDENCE (DOP)	22/09/20	INTERNAL AUDITOR (IAS)	INTERNAL AUDITOR (IAS)	22/09/20		Anonymous survey to all staff	ECA staff	Anonymous survey	1 month for survey	EU survey							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
ECA programming process	574	DIRECTORY OF THE PRESIDENCE (DOP)	29/04/21	INTERNAL AUDITOR (IAS)	INTERNAL AUDITOR (IAS)	29/04/21		The Court's programming system and the allocation of tasks to Chambers	ECA staff and Members										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
ECA recruitment	575	DIRECTORY OF THE PRESIDENCE (DOP)	29/04/21	INTERNAL AUDITOR (IAS)	INTERNAL AUDITOR (IAS)	29/04/21		X	ECA staff										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
The ECA IT Governance	576	DIRECTORY OF THE PRESIDENCE (DOP)	29/04/21	INTERNAL AUDITOR (IAS)	INTERNAL AUDITOR (IAS)	29/04/21													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Evaluation and promotion processes	625	DIRECTORY OF THE PRESIDENCE (DOP)		INTERNAL AUDITOR (IAS)	INTERNAL AUDITOR (IAS)	21/03/22		Personal data will be used to contact people and organise meetings, and assess the evaluation/promotion procedure.	EC staff		3 years X ????								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Procurement	304	DIRECTORY OF THE PRESIDENCE (DOP)	05/05/15	LEGAL SERVICE (IUR)	PRINCIPAL MANAGER	05/05/15		Examination of bids received in response to a call for tenders.					Entity that launched the call for tender						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures			
Requests for information and access to documents	463	DIRECTORY OF THE PRESIDENCE (DOP)	29/07/19	LEGAL SERVICE (IUR)	PRINCIPAL MANAGER	29/07/19		The personal data of members of the public and other external parties who contact the ECA to request information or access to ECA documents is processed to identify the requester, check any previous requests and reply.	ECA staff, complainants, correspondents & enquirers	name, contact details, gender, nationality and any other personal data that requestors decide to share and to whose processing they consent	5 years		Audit Quality Control (AQC)	ECA Fraud - INFOSEC - Designated ECA staff (audit team, Cabinet...)	Other EU Institutions when concerns documents for which they are the owner	Non			Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Legal service portal	641	DIRECTORY OF THE PRESIDENCE (DOP)	01/06/22	LEGAL SERVICE (IUR)	PRINCIPAL MANAGER	01/06/22		Manage internal requests and declarations															
Ethics - Declaration of Members' financial interests and assets	283	ETHICAL COMMITTEE	28/02/12	ETHICAL COMMITTEE	PRESIDENT	28/02/12		ECA Members are required to declare their financial interest and assets.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Ethics - Handling of ethical matters relating to Members	303	ETHICAL COMMITTEE	20/05/15	ETHICAL COMMITTEE	MEMBER	20/05/15		Any ethical matter of relevance to the standards and reputation of the Court, including the assessment of Members' and former Members' outside activities.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Ethics - Staff declarations of conflicts of interest (Article 11a SR) (see spouse's declaration in No 335)	472	ETHICAL COMMITTEE	10/05/16	ETHICAL COMMITTEE	President	10/05/16		To verify if the outside activity will not hinder the activities of the official or could be in conflict of interest with the exercised functions and tasks.	ECA staff	Name, first name, any other personal data provided	5 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Ethics - Outside activities relating to public office	473	ETHICAL COMMITTEE	10/05/16	ETHICAL COMMITTEE	President	10/05/16		Article 155 SR, Articles 11 and 81 CEDS, etc.	ECA staff	Name, first name, any other personal data provided	5 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Investigation into suspected financial irregularities	288	FINANCIAL IRREGULARITY PANEL	10/06/13	FINANCIAL IRREGULARITY PANEL	FINANCIAL IRREGULARITY PANEL	10/06/13		The financial irregularities panel must be informed of any suspected financial irregularities at the ECA so it can issue an opinion.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Foresight reflection group	393	Foresight reflection group	16/05/18	DOP	Chair foresight reflection group	16/05/18		Personal data was used to collect and discuss ideas and information from a range of interest groups and subsequently evaluate their input and publish conclusions in a report.	Experts in various fields from a range of organisations, audit firms, large corporations, think tanks, universities, SAs, international bodies and other EU institutions	Full name, e-mail address, function, tel. no, opinions, organisation			AQC, IS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Accounting, contract & budget management	166	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/10	BUDGET & ACCOUNTING (BAC)	ACCOUNTANT OFFICER	14/04/10		The process is used for contract management, purchasing, budget management, financial accounting, cost accounting and controls and statistical purposes The process uses 3 kinds of personal data: 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) Tool user information for audit trail and system authorisations 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. Asset users may be any member of staff or outside employee working at the ECA, whether or not they use the tool. The tool's users are any person (staff or outside employee) with access to it. There are several user roles. The main roles are described below. Further information on the tool roles is given in the annexes. - 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	ECA staff, experts, contractors, successful tenderers	ECA Staff and non staff	full name											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Filming of harassment training	250	HR, FINANCE & GENERAL SERVICES (SG1)	05/04/11	DATA PROTECTION (DPO)	INFORMATION SECURITY OFFICER	05/04/11		Six ECA staff attended a training course on psychological harassment on 7 April 2011. By agreement with the participants, part of the course was filmed and burned to DVD by the IT Service Desk. The participants were each given a copy. The Training Unit did not keep any copies of the film, which was erased from the camera's memory after copying to DVD.	Visitors, service suppliers	full name, hour of entry/departure	13 months		Trained staff						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Managing visits to the ECA	134	HR, FINANCE & GENERAL SERVICES (SG1)	19/05/08	EVENTS VISITS PROTOCOL (EVP)	DIRECTOR	19/05/08		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.	Visitors, service suppliers	full name, hour of entry/departure	13 months								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Official and information visits to the ECA	354	HR, FINANCE & GENERAL SERVICES (SG1)	03/07/12	EVENTS VISITS PROTOCOL (EVP)	DIRECTOR	03/07/12		Personal data was used to organise and manage official visits initiated by the ECA or requested by the visiting person or organisation, and manage requests by the public or organisations for an information visit; to arrange for diplomatic welcome, reserve meeting rooms, catering, appoint staff to represent the ECA, organise hotel accommodation and transport to and from the ECA, coordinate with other institutions, arrange physical access to the buildings and other institutions.										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training				
Internal events staff registration	639	HR, FINANCE & GENERAL SERVICES (SG1)	07/06/22	EVENTS VISITS PROTOCOL (EVP)	DIRECTOR	07/06/22																	
Staff cards	133	HR, FINANCE & GENERAL SERVICES (SG1)	19/05/08	GENERAL SERVICES (GES)	DIRECTOR	19/05/08		As requested by DMI, the reception team takes photographs and send them to the intranet team for use in the staff gallery.	ECA staff	Full name, status, personnel number, photo	until departure								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
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	19/05/08		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 physical 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 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.	X ??? Means that all calls are kept (for how long?) and if necessary, can be accessed as described??	voice message, phone number X ????	X ????								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Citykaart and mPass	161	HR, FINANCE & GENERAL SERVICES (SG1)	16/09/08	GENERAL SERVICES (GES)	DIRECTOR	16/09/08		Forwarding of the names of staff applying for a Luxembourg City bus pass or a public transport pass for Luxembourg and cross-border regions.	X ??? Does ECA still manage mPass										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Management of office allocation and assets (eADMIN)	272	HR, FINANCE & GENERAL SERVICES (SG1)	15/09/09	GENERAL SERVICES (GES)	DIRECTOR	15/09/09		Management of office space, staff in offices and certain assets (calculators, keys, etc.)											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Drivers pool planning	297	HR, FINANCE & GENERAL SERVICES (SG1)	16/05/14	GENERAL SERVICES (GES)	DIRECTOR	16/05/14		Management of the pool of drivers to meet specific requests and plan recurrent tasks.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Traffic violations committed by the drivers of official ECA vehicles	499	HR, FINANCE & GENERAL SERVICES (SG1)	02/03/20	HR, FINANCE & GENERAL SERVICES (SG1)	DIRECTOR	02/03/20		Personal data is used to manage follow up of traffic offences	Drivers of ECA's vehicles	Full name, birthday date, personal address, information on the nature of the traffic offence	5 years from the closure of the file		Data subject	National authority (incl EEA)					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training Only 2 persons have access to the documents			
HR portal - authorisations requests/forms requests	602	HR, FINANCE & GENERAL SERVICES (SG1)	06/09/21	HR, FINANCE & GENERAL SERVICES (SG1)	DIRECTOR	06/09/21		Ticketing service for all staff											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			

Processing operation (in the ECA)	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photo, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures	
HR engagement staff survey	607	HR, FINANCE & GENERAL SERVICES (SG1)	11/11/21	HR, FINANCE & GENERAL SERVICES (SG1)	DIRECTOR	11/11/21		SURVEY FOR STAFF ENGAGEMENT 2021-2025 strategic goals BP6											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Transfer of Community staff Information to Member States (Article 16 Protocol N°7)	616	HR, FINANCE & GENERAL SERVICES (SG1)	08/02/22	HR, FINANCE & GENERAL SERVICES (SG1)	DIRECTOR	08/02/22		Transfer of officials to the government of the Member States (Article 16 of Protocol n°7 on the privileges and immunities of the EU)	Members, officials, temporary agents, contractual agents, Seconded National Experts	Title, Name, grade, statutory link, assignment and postal professional address	10 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
COMPASS - staff evaluation	3	HR, FINANCE & GENERAL SERVICES (SG1)	14/03/07	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	05/06/13		To launch 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).	All officials : Permanent Temporary staff Contractual staff but staff over 60 can request to be exempted from being evaluated.	Name Grade Seniority Personal number and the evaluation of the persons work and activities	In COMPASS: only the last 3 evaluations. In SYSPER for 120 years after the birth of the staff member or 8 years after the last payment to the survivors. 2005- 2011 evaluations: in the archived paper personal files for 120 years after the birth of the staff member or 8 years after the last payment to the survivors		Promotion exercise: Joint Committee on Promotions and AIPN. For staff above AD12 to Members and Secretary General. To the internal & external auditor for audit purposes. HR services (management personnel file)						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Annual appeals procedure	10	HR, FINANCE & GENERAL SERVICES (SG1)	14/03/07	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	14/03/07		To hrb decide how to rule on appeals against a staff report. The data is used to decide whether an appeal is founded or not. A notification for prior checking will be sent to the EDPS.	All officials, temporary and contract staff who have an annual staff report.	Full name, Personal number, Grade/Seniority, Location/Post	as long as the personal files are kept		Appeal Committee for grades up to AD14, Director of Human Resources, another Director nominated by the AIPN, Chairman of the Staff Committee. Appeal Committee for appeals by Directors - President of the Court, Doyen of a Group or than the one for which the Director concerned works, Chairman of the Staff Committee.						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Flexitime management and control system	30	HR, FINANCE & GENERAL SERVICES (SG1)	19/02/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	19/02/08		Flexitime processing operations: - 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 authorize 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	ECA staff Intramuros consultants	full name, staff number, clocking in/out times, absences, working regime	14 months (full details) 3 years aggregated data per person for financial right calculation								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Poor performance owing to professional incompetence	44	HR, FINANCE & GENERAL SERVICES (SG1)	07/10/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	07/10/08		To draw up rules for dealing with professional incompetence in accordance with Article 51 of the Staff Regulations.	ECA Staff	Full name, grade, seniority, position, data of birth, evaluation(s)	X Decision in Personnel file ???? X		AIPN, Director of HR, Superior, Legal service, Ex-ante ???? X						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Attestation procedure	45	HR, FINANCE & GENERAL SERVICES (SG1)	17/09/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	17/09/08		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)	ECA Staff	Full name, grade, seniority, position, data of birth, former evaluations, meetings minutes, decision	X Decision in Personnel file ???? X								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Certification procedure	46	HR, FINANCE & GENERAL SERVICES (SG1)	16/09/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/09/08		To select AST officials in grade 5, in accordance with Article 45a of the Staff Regulations, to qualify for appointment to an AD post. (see prior check 2006-109)	ECA Staff	Full name, grade, seniority, position, data of birth, former evaluations, meetings minutes, decision	X Decision in Personnel file ???? X								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Double child allowance	48	HR, FINANCE & GENERAL SERVICES (SG1)	28/08/07	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	28/08/07		To 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)	ECA staff, other EUJOBAs										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Invalidity Committee	50	HR, FINANCE & GENERAL SERVICES (SG1)	28/08/07	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	28/08/07	PMO	To allow the Invalidity Committee to conclude 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)	staff subject to invalidity	full name, administrastaff data, medical file and reports	as long as the medical file								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Titre de légitimation (ID card for Luxembourg residents)	122	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	14/04/08		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.	ECA staff											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Laissez-passer	123	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	14/04/08		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 MS to offer assistance.	ECA staff											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Family laissez-passer	124	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	14/04/08		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.	ECA staff relatives	full name, photo	X ???? X								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
VAT exemption (vehicles and other goods)	125	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	14/04/08	Luxembourgish VAT service	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).	ECA staff	full name, home address, driving licence	X ???? X									Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Diplomatic ID card	126	HR, FINANCE & GENERAL SERVICES (SG1)	14/04/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	14/04/08	Luxembourgish Ministry of Foreign Affairs	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.	ECA Members and their family	Full name, address	X ???? X								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Management of personal files	171	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		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).												Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photo, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures				
Family allowances	172	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		The dependent child allowance is paid at the request of the member of staff or eligible person: 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. b) Where custody of the child has been granted to another person, the person concerned may request the allowance. 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. 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.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training				
Installation/resettlement allowance	173	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		At the request of a member of staff, HR assesses their entitlement to an installation allowance: - 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. The Appointing Authority takes a decision on the basis of the documents submitted.													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training		
Removals	174	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		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. 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.													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training		
Leave on personal grounds - Return from leave on personal grounds	175	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		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. 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.	Staff requesting leave on personal grounds	full name, administrative data, period requesting leave	as long as the personal file	requestor all ECA staff (publication intranet)									Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training		
Part-time working	176	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		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 AEEC.												Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Retirement	177	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08	PMO	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.				PMO								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Invalidity procedure	178	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08	PMO	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.				PMO								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
SNE appointments	180	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		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.												Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Agency staff	182	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		The Appointing Authority appoints agency staff in the interests of the service.												Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Internal transfers	183	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		There are two types of internal transfer: transfers in the interests of the service and transfers at the request of the person concerned. 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. 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. 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 asks 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. Transfer to the ECA: The AA decides whom to appoint to a post announced in a vacancy notice or notice of transfer. HR informs 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 prepares the transfer decision. The other institution sends the official's personal file and a record of their annual leave and sick leave.															Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Transfers between the ECA and another institution	184	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		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 asks 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. Transfer to the ECA: The AA decides whom to appoint to a post announced in a vacancy notice or notice of transfer. HR informs 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 prepares the transfer decision. The other institution sends the official's personal file and a record of their annual leave and sick leave.				Other EU-Institution, Agency, Body									Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training		
Temporary release of staff - Secondments - Staff exchanges - Reinstatement	185	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		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. 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.				Other organisations (EU institutions, Member State Courts...)										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Resignation - Termination of contract	186	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		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.												Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			
Reclassification of private office staff	187	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		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.												Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training			

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures	
Recruitment of probationary officials and temporary and contract staff	189	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	31/01/19		Processing of personal data submitted by candidates applying in response to a selection procedure or vacancy notice published by the European Court of Auditors (ECA), and to the handling of all correspondence with the ECA in that regard. Data is collected as part of a selection/vacancy procedure so that the relative merits of all candidates can be evaluated with a view to their possible recruitment, but also so that we can respond to general questions concerning recruitment at the ECA. 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.	candidates	name, nationality, address, telephone number, e-mail address, a curriculum vitae, a motivation letter, a formal declaration and any other information relevant to the application (including the grade and function group of EU officials)	Data is stored until the end of the selection/vacancy procedure. This time will be extended by the period set out in the EU Financial Regulation, Staff Regulations and Treaty for the storage of data for audit and legal purposes. Retention period for your data will depend on the selection/vacancy procedure. For example, spontaneous applications are retained for two years, but applications received in response to a call for expressions of interest or a vacancy notice are retained for two years and ten years respectively after the closure of the corresponding selection procedure. Reserve list of successful candidates remains on the ECA website (Intranet/Internet) until the end of its validity. Personal data collected via the contact form will be erased from the register five years after the date of request for information.	HR dir, SG private office, relevant selection board, internal and/or external auditors. Principal managers and Directors in rare cases. ECA intranet publication of the reserve list (successful candidates)	ECA website publication of the reserve list (successful candidates)							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Appointments and transfers	190	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/12/08		- 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.										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training		
Social services	254	HR, FINANCE & GENERAL SERVICES (SG1)	15/05/07	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	15/05/07		- Financial support (e.g. for home help, persons with a disability or exceptional financial difficulties) - Practical support (e.g. information on the availability of resources and specialised services) - Psycho-social support (e.g. relationship difficulties, family problems, harassment, stress)											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Staff selection procedure	255	HR, FINANCE & GENERAL SERVICES (SG1)	05/03/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	05/03/08		To draw up reserve lists of successful applicants to help the ECA recruit new officials or temporary or contract staff.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Early retirement	257	HR, FINANCE & GENERAL SERVICES (SG1)	12/09/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	12/09/08		Annual procedure for granting staff early retirement with no reduction in pension entitlements, pursuant to Article 9 of Annex VIII SR and Article 39(1) CEOS, second and third indents.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Advancement of contract staff	258	HR, FINANCE & GENERAL SERVICES (SG1)	18/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	18/12/08		Contract staff engaged under Article 3a CEOS may be reclassified in accordance with Article 87(3) CEOS.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Independence declaration by auditors	262	HR, FINANCE & GENERAL SERVICES (SG1)	31/05/11	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	31/05/11		The international standards applicable to auditors require them to submit an independence declaration at regular intervals. The ECA decided to make such declarations from 2011.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Professional mobility of staff	271	HR, FINANCE & GENERAL SERVICES (SG1)	17/02/10	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	17/02/10		After 6-8 years in the same function and organisational unit, staff are subject to compulsory internal mobility. Decision 76-2006											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Management of financial rights (YSPEP2)	273	HR, FINANCE & GENERAL SERVICES (SG1)	28/09/12	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	13/03/20	PMO	Management of staff financial rights (family allowances, study allowances, etc.)											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Requests by Member State embassies and permanent representations to the EU for lists of staff	276	HR, FINANCE & GENERAL SERVICES (SG1)	20/02/13	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	20/02/13		At regular intervals embassies and diplomatic missions of EU MSs ask for a list of their nationals working at the ECA.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Probationary period of PMs and directors	277	HR, FINANCE & GENERAL SERVICES (SG1)	29/07/11	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	29/07/11		Assessment of the performance of newly appointed principal managers and directors during their probationary period.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Probationary period of non-management staff	279	HR, FINANCE & GENERAL SERVICES (SG1)	26/03/13	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	26/03/13		Assessment of the performance of newly appointed staff during their probationary period.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Correct allocation of financial rights and obligations - Exchange of the personal data of a couple both of whom work at the institutions and agencies or where one of the two transfers to another institution or agency	284	HR, FINANCE & GENERAL SERVICES (SG1)	07/03/12	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	07/03/12		The institutions are required to reach a common agreement on the financial rights/obligations of the staff concerned to ensure: - financial rights are calculated correctly to avoid any undue payments; - rights are allocated in a way that best conforms to the SR provisions on couples and parents.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Traineeship requests and employment	286	HR, FINANCE & GENERAL SERVICES (SG1)	11/05/12	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	14/03/19		The personal data and documents requested (online application form) are collected solely for the purpose of selecting and recruiting trainees	candidates for traineeship	Full name, nationality, address, tel no, e-mail address, place and date of birth, details of diploma, prof experience, current studies	2 years from the date of receipt of the application		ECA's managers and any ECA staff who have received delegation from a manager. Other possible recipients of applicants' personal data include the internal and/or external auditors, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Absences planning	295	HR, FINANCE & GENERAL SERVICES (SG1)	25/11/14	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	25/11/14		Collection of data on the planned absences of all ECA staff.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Ethics - Senior former officials - professional activities during cool-down period	305	HR, FINANCE & GENERAL SERVICES (SG1)	08/05/15	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	17/03/20		Senior former officials (Secretary-General, directors, special advisors & heads of a Member's private office) are required to declare and request authorisation for all outside professional activities in which they engage during the first 2 years after they leave the institution. These are checked for any links to their responsibilities during their last 3 years of employment at the ECA. Approved activities are published on the ECA website.	ECA former staff (Functions: Sec-Gal, Director, Special advisor, Head of Members' Private office)	Full name, postal address, phone number, email address, date of leaving the Court, last assignment, details on the new occupational activity.	3 years after the person has left the service. Annual Report: 10-15 months on the internet and permanently at ECA	External ethics adviser	HR competent Staff LS, Ethics advisors	ECA website					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Skills database	307	HR, FINANCE & GENERAL SERVICES (SG1)	06/05/13	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	06/05/13		Register of the skills and qualifications of ECA staff.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Procedures for the selection of principal managers and directors	309	HR, FINANCE & GENERAL SERVICES (SG1)	16/12/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	05/10/15		Recruitment/appointment of PMs and directors.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	

Processing operation (in the CA)	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA) Legal Service (LS) Audit Quality Control (AQC)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures					
Appointment of Senior Assistants	310	HR, FINANCE & GENERAL SERVICES (SG1)	05/10/15	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	05/10/15		Recruitment/appointment of Senior Assistants											Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
Appointment of Senior Administrators	311	HR, FINANCE & GENERAL SERVICES (SG1)	05/10/15	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	05/10/15		Recruitment/appointment of Senior Administrators											Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
Ethics - Declaration of spouse's employment	335	HR, FINANCE & GENERAL SERVICES (SG1)	10/05/16	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	31/03/20		Staff declare their spouse's professional activity, which is then checked for any potential or actual incompatibility with the capacity of EU official (conflict of interest).	All staff married or in an official relationship	Full name, ECA staff; assignment, staff No and additional information relating to duties. Spouse's: description of employment, link between spouse's employment and staff one, link between ECA and spouse's employment and other information concerning the risk of conflict	3 years after leaving the ECA		Ethical Advisors ECA HRservices AIPN and Joint Committee						Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
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	23/01/17		The details of staff, consultants and outside persons who are charged with evaluating the situation after a security alert/incident or during a crisis will be recorded in an alarm system where they can be retrieved if the individuals concerned need to be contacted.				ALARMTILT for the crisis communication							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
List of individuals with access rights to BCP room	351	HR, FINANCE & GENERAL SERVICES (SG1)	23/01/17	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	23/01/17		Personal data was used to draw up a list of people with access rights for the officer on duty in the BCP room to consult when asked to grant access.						BCP room owner (EU Translation Center)					Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
Survey to measure newcomers' satisfaction with the recruitment process from first contacts to the date of entry into service; second survey sent out after 9 months in post	353	HR, FINANCE & GENERAL SERVICES (SG1)	07/03/17	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	07/03/17		Personal data was used to propose measures that are discussed with all the relevant departments with a view to improving the welcoming of newcomers. Aggregated, anonymous statistics on respondents' replies are published on ECAnet.	All new members of staff	Full name; status; type of recruitment work area; feedback on various HR processes	max 2 years	EU survey							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
Transfer to Eurostat of data on current and former staff	372	HR, FINANCE & GENERAL SERVICES (SG1)	17/11/17	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	17/11/17		Actuarial assessment of the pension scheme of the European civil service.	Current and former officials and staff		1 year								Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
Leaving staff (incl Staff exit interviews and active senior initiative)	396	HR, FINANCE & GENERAL SERVICES (SG1)	18/05/18	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	30/03/22		Processing the exit documentation given to the staff member. Lead the "Exit interview" (optional) Managing the Active Senior and process the Active Senior database (optional)	Staff leaving the ECA	First name, last name, status, staff number and general info on career at the EU institutions, personal address, private phone number, private email, bank account detail (if change), gender, age, photo	from 2 to 120 years (accgd to legal obligations)	PMO	Former Directors (or Principal Managers) of senior initiative volunteer						Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
Transfer of staff data to Member States (Article 15 Privileges & Immunities)	428	HR, FINANCE & GENERAL SERVICES (SG1)	07/02/19	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	07/02/19		To answer requests from MS's Permanent Representations or Embassies for information enabling them to: - contact staff on administrative, electoral, military, cultural or social matters relating to their country of origin; - monitor the number of a MS's nationals employed at the European institutions; - maintain regular working relations between the MS and the European institutions in the context of the Treaties. Staff must request authorisation to engage in outside activities Personal data are used to process the requests	ECA staff by nationality of the requesting Permanent Representation; all ECA managers	Full names, grades and addresses of officials and other servants included in such categories	Until next request								Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
Outside activity	456	HR, FINANCE & GENERAL SERVICES (SG1)	11/06/19	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	11/06/19		Staff must request authorisation to engage in outside activities Personal data are used to process the requests	ECA staff (active, on CCP and former staff)										Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
Ethics - Intention to publish (Article 17a SR)	474	HR, FINANCE & GENERAL SERVICES (SG1)	10/05/16	HUMAN RESOURCES SERVICES (RHS)	Director	10/05/16		To verify if the official fulfills its obligation to respect confidentiality of information and if the opinions expressed in the publication do not harm the institution, the EU or any of its Member states.	ECA staff	Name, first name, any other personal data provided	5 years								Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
HR management	481	HR, FINANCE & GENERAL SERVICES (SG1)	20/11/19	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	16/03/22		SYSPER: Court's management and functioning. Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union, and Council Regulation (EU) 2016/300 of 29 February 2016 determining the emoluments of EU high-level public office holders. • to manage the Court's organisation chart, composed of organisational entities (audit chambers, private offices and directorates) and posts with their descriptions; • to identify the entire staff of the Court (including officials, temporary and contract staff and external-non-statutory - employees); • to enable assignment management; • to enable management of staff movement (recruitment, mobility, transfer, secondment, leave on personal grounds, resignation and retirement); • to enable career management, including the statutory link, grade and step, administrative position (Art. 35 of the Staff Regulation), leave, absence and work patterns; • to serve as a basis for the payroll calculation system NUP (Nouvelle Application pour la Paie), in particular for the calculation of the basic salary and various allowances and entitlements; • to manage family members' personal information for the purposes of financial rights management; • to enable operational and statistical reporting for the purposes of HR management; • to automatically create and manage a network and application user account and automatically attribute access rights in information systems and to networks depending on job, function, contract and statutory link; • to fulfil the obligation to communicate to the Member States' EU permanent representations the list of staff employed by the EU institutions. • To enable HR communication with an agent in case the person cannot be reached on the professional phone and email; • To contact the contact persons in case of absolute necessity; • To enable to inform agents in case of emergency via Alarm Tilt; • To provide official documents to agents on their demand • To fulfil the obligation of supervising the working hours of the staff of the Court (including officials, temporary and contract staff and external - non-statutory - employees) who have the obligation to clock in and clock out and check compliance with the flexitime rules and work patterns; NB: are excluded from the term "staff" all managers - Directors, Principal Managers, Heads of Private Office who are not subject to clocking as well as Translators who are granted structural TW on the basis of the Dec 16-2017	All physical persons who have or have had a statutory link or employment contract with the Court, in addition to those in the process of recruitment or signing a contract, are data subjects. Relatives of data subjects, "contact person" of the data subjects. Other persons who have or have had an employment contract with, or require an access to, ICT resources within the Court are also data subjects. For these individuals, only the minimum information required is stored	Addresses, contact persons and telephone numbers; language known; career, assignment and time management info; person ID; info on financial rights and entitlements; Information on family members, person concerned; managers only certain info); HR managers via special access roles - all other persons designated via delegation by one of the aforementioned persons; All staff (only info available on Who's who Ecantet)	120 years after your date of birth or 10 years after the last payment made to the right-holders	DIGIT and PMO staff as authorised by the System Manager in order to carry out their support tasks: the DIGIT helpdesk and SYSPER development teams, the zIS team and the NAP support team.	Member States' EU permanent representation											Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;
Survey Teleworking / back to the office	512	HR, FINANCE & GENERAL SERVICES (SG1)	18/05/20	HUMAN RESOURCES SERVICES (RHS)	Director	18/05/20		Obtaining intentions and feedback through an anonymous survey: COVID-19 teleworking or back to the office	ECA Staff and Members	anonymous survey; address mail for sending the link to the survey	1 month	EU survey	HR							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;				
Management of an up-to-date database of candidate translators who exhausted their contractual possibilities with EU organisation and assist the other EU organisations with the selection of temporary agents or contract agents translators.	525	HR, FINANCE & GENERAL SERVICES (SG1)	23/07/20	HUMAN RESOURCES SERVICES (RHS)	Director	23/07/20		All other EU-Agencies and Bodies participating in the database for the selection of temporary or contractual translators	Translators who have exhausted their contractual possibilities with one of the EU-I	Full name, contact details, actual/latest EU organisation, previous contract type(s), duration and date, recruitment source, Languages, field of speciality, CAST Permanent selection test status, consent declaration and date	6 months	Other participating EU organisations DG DIGIT @ European Commission for the IT infrastructure	Translation service Directorate	Other participating HR services in EU organisations					Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
Career counsellor service	552	HR, FINANCE & GENERAL SERVICES (SG1)	17/12/20	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	17/12/20		Career counselling internal service. Use of a skill assessment tool (voluntary basis)	ECA staff	name, surname, e-mail address	1 year								Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					
Survey on management performance, performance tool and procedure	560	HR, FINANCE & GENERAL SERVICES (SG1)	09/02/21	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	09/02/21		Anonymous surveys to ECA managers and ECA staff on the evaluation procedure and performance management	ECA staff (incl private offices)	email address	2 months	EU survey							Physical and logical access control based on need to know principle	Information Security Policy, procedures and Officer in place;					

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA) Legal Service (LS) Audit Quality Control (AQC)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures
Survey for ECA Head of tasks	581	HR, FINANCE & GENERAL SERVICES (SG1)	04/05/21	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	04/05/21													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Lufthansa AirPlus Servicekarten GmbH	584	HR, FINANCE & GENERAL SERVICES (SG1)	20/05/21	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	20/05/21													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Management of doctors' certificates	71	HR, FINANCE & GENERAL SERVICES (SG1)	01/07/09	MEDICAL SERVICE (MED)	MEDICAL OFFICER	01/07/09		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 Invalidation Committee. Articles 59 and 60 5 ^a and Articles 16, 59, 60 and 91 CEOS. X CHECK WHOLE ENTRY	ECA staff	Full name, reason of sickness, sickness absence	30 years after the end of your activity at the Court								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Eye checks	87	HR, FINANCE & GENERAL SERVICES (SG1)	10/09/08	MEDICAL SERVICE (MED)	MEDICAL OFFICER	10/09/08		Eye checks (every two years): management of appointments and reimbursement of glasses for use of a computer screen	All ECA staff		30 years after the end of your activity at the Court								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Medical Service, health data	268	HR, FINANCE & GENERAL SERVICES (SG1)	03/06/13	MEDICAL SERVICE (MED)	MEDICAL OFFICER	03/06/13		Processing of personal and medical data in order to: <ul style="list-style-type: none"> - establish that an individual is medically fit to work for the European institutions; - establish that an individual has the right to benefit from the guarantees provided for in respect of invalidity and death; - protect staff members' health (in line with the relevant European directives and in accordance with the Treaties); - manage absences due to medical reasons 	ECA staff	Full name, sex, civil status, postal and e-mail addresses, telephone number, date and place of birth, nationality, family/individual medical history, name of relevant doctor if undergoing treatment, job applied for, type of contract, anamnesis, objective examination, results of tests, X-rays or ECGs, allergies, ongoing treatment, regular medication, chronic illnesses, results of other medical examinations, periods of absence due to medical reasons, other medical documents, etc.	1 year for not recruited candidates 30 years after the end of your activity at the Court 40 years for persons exposed to carcinogens or mutagens		HR service (only the certificate/decision of ability-non ability) your doctor, if you so request; the medical officer of another institution, if you so request; the Accidents and Occupational Diseases Department of the JSS, should an occupational disease or accident in the workplace be recognised; the Security and Safety Service (your identity only) in the case of compulsory leave, if you are denied access to the buildings of the Court; another healthcare professional in order to protect your vital interests or those of another person						Physical and logical access control based on need to know principle Backups	Medical documents are placed in an individual file and kept secure, i.e. they are accessible only to authorised persons (secure cabinets located within the medical service). Subsequently, the paper documents are digitalised, password-protected and kept in a medical application. Encryption.
Medical inspections	337	HR, FINANCE & GENERAL SERVICES (SG1)	03/03/16	MEDICAL SERVICE (MED)	MEDICAL OFFICER	03/03/16		The Medical Officer may ask the medical inspector to verify that staff reporting absent for medical reasons are unfit for work. The medical inspector visits the individuals concerned and draws up their findings in a report to the Medical Officer. The medical inspector may request supporting documents from the JSS as evidence for the absence. Based on the report, the Medical Officer either validates the absence for medical reasons or rejects it in the time management system. A member of staff who disagrees with the medical inspector's conclusions may appeal, in which case the report is forwarded, with other information from the Medical Officer and the personal doctor of the person concerned, to an independent doctor. The independent doctor sends conclusions to the Medical Officer, who makes corrections in the time management system as necessary.			30 years after the end of your activity at the Court		Doctor						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Survey on Covid vaccination	578	HR, FINANCE & GENERAL SERVICES (SG1)	29/04/21	MEDICAL SERVICE (MED)	MEDICAL OFFICER	29/04/21		Personal data will be used to send an anonymous survey	3 months										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
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 (MS)	DIRECTOR	23/04/07	PMO	This process consists of four stages: Stage (1) Mission order is prepared and signed, then sent to the Missions Office; 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; Stage (3) Person responsible for the mission may use one or more credit cards (personal or professional) to pay mission costs; Stage (4) Declaration of expenditure is sent to the ex-ante cell and Accounts so that mission costs can be reimbursed.	ECA staff Experts for whom ECA pays the travel costs	Full name, contact details, details on travel, credit card ref									Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Measuring impact of training	573	HR, FINANCE & GENERAL SERVICES (SG1)	21/04/21	Pilot project team	Principal Manager Professional Training	21/04/21		Measuring the impact of a training	Training participants	Name, staff no, gender									Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Trainings administrative management - Gestion administrative des formations	260	HR, FINANCE & GENERAL SERVICES (SG1)	29/07/11	PROFESSIONAL TRAINING (FPR)	DIRECTOR	29/07/11		Registering and management of participants' training events. The application is 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. <ul style="list-style-type: none"> - SYSLOG Formation Maintenance is the website allowing training managers to access various resources. These resources include the interface for encoding requests for update maintenance; the rolling out modes of 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://weblearning.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. Selection of candidates for the University of Lorraine degree and Master's degree for auditors										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Call for expressions of interest - University of Lorraine degrees	312	HR, FINANCE & GENERAL SERVICES (SG1)	07/10/15	PROFESSIONAL TRAINING (FPR)	DIRECTOR	07/10/15													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Evaluation of University of Lorraine degree programmes	314	HR, FINANCE & GENERAL SERVICES (SG1)	28/01/16	PROFESSIONAL TRAINING (FPR)	DIRECTOR	28/01/16		To assess the impact of the University of Lorraine degree programmes on participating ECA staff. This is done by means of an ex-ante self-assessment and line manager's assessment of each participant's knowledge of the subjects covered by the programme, followed by an ex-post assessment of the same. Ex-ante and ex-post attitudinal surveys will be used to assess the learning environment.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Photography, video, webstreaming	478	HR, FINANCE & GENERAL SERVICES (SG1)	17/10/19	PROFESSIONAL TRAINING (FPR)	PRINCIPAL MANAGER	17/10/19		Photos, videos, webstreaming at ECA	ECA staff, other EU staff, speakers, experts, teachers										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
lifelong learning interviews ECA staff	539	HR, FINANCE & GENERAL SERVICES (SG1)	12/10/20	PROFESSIONAL TRAINING (FPR)	DIRECTOR	12/10/20		Interviews led by Deloitte (with volunteer staff) Anonymous aggregated answers	ECA staff	Full name, Email, Job type	1 month for survey On completion of the project for the interviews	Deloitte	Deloitte (only contact details of ECA staff willing to be interviewed)						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
ZOOM visioconferencing	553	HR, FINANCE & GENERAL SERVICES (SG1)	22/12/20	PROFESSIONAL TRAINING (FPR)	DIRECTOR	22/12/20		Provide training for large groups which involve group activities and high level group interaction	ECA staff + all invited participants for a training event	name, e-mail address, images, voice	until deletion from the support	ZOOM	Zoom	Oui	US China		None	Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photo, etc.)	Personal details: retention period	Processors	Internal recipient(s) (at the ECA) Legal Service (LS) Audit Quality Control (AQC)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures	
Survey for ECA managers and head of tasks on professional training matters	580	HR, FINANCE & GENERAL SERVICES (SG1)	30/04/21	PROFESSIONAL TRAINING (FPR)	DIRECTOR	30/04/21													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
ECAdemy training for service providers staff	595	HR, FINANCE & GENERAL SERVICES (SG1)	24/08/21	PROFESSIONAL TRAINING (FPR)	DIRECTOR	24/08/21													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Survey on programme Leadership at ECA - Diversity and inclusion	603	HR, FINANCE & GENERAL SERVICES (SG1)	11/10/21	PROFESSIONAL TRAINING (FPR)	DIRECTOR	11/10/21		Organising an anonymous survey to get feedback											Physical and logical access control based on need to know principle Backups	Awareness training Information Security Policy, procedures and Officer in place;	
HR learning interviews	606	HR, FINANCE & GENERAL SERVICES (SG1)	03/11/21	PROFESSIONAL TRAINING (FPR)	DIRECTOR	03/11/21		INTERVIEWS WITH DELOITTE f Record and PS and fill in											Physical and logical access control based on need to know principle Backups	Awareness training Information Security Policy, procedures and Officer in place;	
Management of auditors certifications TO BE CHECKED	611	HR, FINANCE & GENERAL SERVICES (SG1)	07/12/21	PROFESSIONAL TRAINING (FPR)	DIRECTOR	07/12/21		Creation and management of the ECA auditors' certifications	ECA auditors	Name, first name, nationality	7 years								Physical and logical access control based on need to know principle Backups	Awareness training Information Security Policy, procedures and Officer in place;	
ECA Staff Satisfaction Survey (update 28/05/2018)	197	HR, FINANCE & GENERAL SERVICES (SG1)	07/04/09	SECRETARY GENERAL (SGL)	SECRETARY GENERAL	14/06/18		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.	All ECA staff		Anonymous answers limited. List of staff invited to participate until the end of the survey.								Physical and logical access control based on need to know principle Backups	Awareness training Information Security Policy, procedures and Officer in place;	
Video surveillance	55	HR, FINANCE & GENERAL SERVICES (SG1)	25/04/07	SECURITY & SAFETY SERVICE (SSS)	PHYSICAL SECURITY OFFICER	05/06/19		Video surveillance system installed and managed by the ECA within and around its premises. Personal data can only be used for the protection of people and property and for other objectives in the institution's public interest.	Member of staff, EU staff, visitors, contractors	digital record of image by image, pictures taken with time, date and location	max 30 days Thereafter, all images are physically over-written with the newly recorded images. If an image needs to be stored to further investigation or as an evidence in the framework of a security incident, it may be retained as long as necessary. Retention rigorously documented and the need for retention is periodically reviewed. Each retention of images must be notified to the DPO who maintains the retention and transfer register.	A limited number of staff from the physical security team (recorded images) Security guards on duty (live images)	local police					Physical and logical access control based on need to know principle Dedicated devices Backups	Awareness training Information Security Policy, procedures and Officer in place;		
Lifts and stairwells	73	HR, FINANCE & GENERAL SERVICES (SG1)	24/09/07	SECURITY & SAFETY SERVICE (SSS)	PHYSICAL SECURITY OFFICER	24/09/07		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).	ECA staff + visitors to ECA premises	Name, first name, card number, physical access attempts (status, date, time, physical access point)	6 months								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Personal data of visitors to the ECA	391	HR, FINANCE & GENERAL SERVICES (SG1)	26/03/19	SECURITY & SAFETY SERVICE (SSS)	PHYSICAL SECURITY OFFICER	26/03/19		All visitors must fill in a visitor's form. We collect data in order to grant access to ECA premises, to manage and keep track of all visitors, and to issue access cards. For visitors who are not bound by a contract or potential contract, filling in the visitor's form entails consent	Visitors	Full name, date and place of birth, nationality, gender, organisation name, ID information (number, date of issue, date of expiry and issuing authority of passport/ID card), language(s) used, access card number, information on access to ECA premises (date of first entry, and date/hour of activation of access control point).	13 months (6 months for access control points)								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Trackforce	537	HR, FINANCE & GENERAL SERVICES (SG1)	06/10/20	SECURITY & SAFETY SERVICE (SSS)	DIRECTOR	06/10/20		Protection of security service	eca staff	full name of the guard, their shift, planning, roundabouts and reports. The reports may include names of persons working at the ECA or for vendors and contractors.											
Carbon footprint - teleworking	567	INFORMATION, WORKPLACE & INNOV (SG2)	15/04/21	EMAS	director	15/04/21		Anonymous survey Carbon measure during Covid (HomeOffice)	ECA staff	name, e-mail address	6 months								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
ECA M365 environment	417	INFORMATION, WORKPLACE & INNOV (SG2)	31/10/18	INFORMATION, WORKPLACE & INNOV (SG2)	Director	01/10/21		Personal data processed during the use of Microsoft 365 platform: Microsoft Teams, Share Point Online, One Drive for Business, Microsoft Forms, Microsoft Stream, Microsoft Whiteboard, Microsoft Office	All ECA staff and externals	Full name, e-mail address, telephone and fax number, office number, languages, country	until end of contract for the contact details until end of session for the communication								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Survey on ECA staff mobility	453	INFORMATION, WORKPLACE & INNOV (SG2)	03/05/19	INFORMATION, WORKPLACE & INNOV (SG2)	DIRECTOR	22/02/22		Survey to analyse/estimate the GHG emissions of staff commuting ECA staff personal data used for the survey	ECA staff	Full name, email address	6 months	EU survey							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
DIWI opinion poll on Service Now	455	INFORMATION, WORKPLACE & INNOV (SG2)	21/05/19	INFORMATION, WORKPLACE & INNOV (SG2)	DIRECTOR	21/05/19		Poll on the Service Portal and Service Now, personal data is used to contact ECA DIWI staff	DIWI staff (LOG & BAT)	Full name, email address for the sending of the emails. No personal data is collected (anonymous survey)		EU survey							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Software metering	506	INFORMATION, WORKPLACE & INNOV (SG2)	04/03/20	INFORMATION, WORKPLACE & INNOV (SG2)	DIRECTOR	04/03/20		Software licences management and uninstalling of unused software on Windows devices	ECA Windows users	User-ID, name	6 months	DIWI staff							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
PKI and certificates	547	INFORMATION, WORKPLACE & INNOV (SG2)	26/11/20	INFOSEC	DIRECTOR	26/11/20													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Service Desk tool	95	INFORMATION, WORKPLACE & INNOV (SG2)	30/05/08	IT	DIRECTOR	30/05/08		A knowledge base recording all incidents reported to the Service Desk, with details of how they are addressed and resolved.	all ECA staff Externals working intramuros	name, first name, picture, grade, coordinates, other administrative information	until the end of life of the Servicelaw system		Building technicians						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
E-mail system	97	INFORMATION, WORKPLACE & INNOV (SG2)	21/07/08	IT	DIRECTOR	00/01/00		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 Secretary-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.	ECA staff, any ECA correspondent	Full name, email address		External/Legal service that administer the e-mail system	external recipients of e-mails							Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Logging events from corporate devices and tools	100	INFORMATION, WORKPLACE & INNOV (SG2)	19/06/08	IT	DIRECTOR	19/06/08		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.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Telephone exchange	101	INFORMATION, WORKPLACE & INNOV (SG2)	04/08/08	IT	DIRECTOR	04/08/08		Telephone exchanges function by attaching each telephone number to a person or function/location, e.g. ECA staff, any ECA correspondent helpline or meeting room. The numbers can be looked up in a directory. Telephones also display the number called/calling and the person/function/location attached to that number.		Phone number (Name for ECA staff only)									Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA) Legal Service (LS) Audit Quality Control (AQC)	External recipient(s)	Is data transferred outside the EEA?	To which country(ies)?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures	
Internet monitoring	259	INFORMATION, WORKPLACE & INNOV (SG2)	06/05/08	IT	DIRECTOR	06/05/08		Internet traffic data are processed for many reasons: to assess performance by identifying which resources are in use at any given time and which resources hinder normal traffic; to troubleshoot problems when sites go down, run slowly or hinder other traffic; to identify abusive use (volume & filter activation); to check the efficiency of security filters blocking potentially dangerous URLs (SANS list).											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
SSO-IAM	263	INFORMATION, WORKPLACE & INNOV (SG2)	08/10/09	IT	DIRECTOR	08/10/09		Single Sign-On and Identity Access Management are a system based on access to IT resources by means of a single password and a unique identity granting roles.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Active Directory	264	INFORMATION, WORKPLACE & INNOV (SG2)	28/06/10	IT	DIRECTOR	28/06/10		To connect to the IT network at the ECA, users are created in the Active Directory and granted access rights on a need-to-know basis. The status of user accounts is maintained in the system with a log of certain activities, such as successful/unsuccessful connections, password changes, etc.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Internet access statistics	285	INFORMATION, WORKPLACE & INNOV (SG2)	11/05/12	IT	DIRECTOR	11/05/12		To compile statistics on visits per page, web service.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Live streaming of conference room activities	291	INFORMATION, WORKPLACE & INNOV (SG2)	16/09/11	IT	DIRECTOR	16/09/11		Presentations, conferences and training events held in the ECA conference room but of interest to all staff can be broadcast live on the internal network.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Workstation audit log	294	INFORMATION, WORKPLACE & INNOV (SG2)	24/11/14	IT	DIRECTOR	24/11/14		Compilation and processing of a workstation audit log for troubleshooting and security follow-up purposes.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Automatic collection of staff printing statistics and uploading to ECANet	349	INFORMATION, WORKPLACE & INNOV (SG2)	18/01/17	IT	DIRECTOR	18/01/17		As part of the ECA's efforts to go paperless, the SG gives individuals the opportunity to consult their personal printing statistics.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Adobe licences	465	INFORMATION, WORKPLACE & INNOV (SG2)	04/09/19	IT	DIRECTOR	04/09/19		Identify by name those who are authorised to use Adobe software and transfer of names to Adobe's data centre to obtain licences for named staff	ECA staff, contractors providing services	Name, surname, Email	1 year after having left the Court		DIWI staff	Adobe and Creative Cloud teams TRANSFER: USA (EU-USA Privacy Shield-ETIA)	Oui	USA	EU-USA Privacy Shield	Yes (Enterprise Term Licence Agreement (ETLA))	Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
e-printers	495	INFORMATION, WORKPLACE & INNOV (SG2)	24/02/20	IT	DIRECTOR	24/02/20			ECA staff										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Management of e-certificates	249	INFORMATION, WORKPLACE & INNOV (SG2)	04/12/10	IT / INFOSEC	DIRECTOR	04/12/10		Staff provide a copy of their ID to the Information Security Officer so that he/she can fill out an order form for a Lustrust 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 Lustrust. The ECA retains an electronic copy of all order forms so that the ISO can manage the certificate on expiry.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
WEBEX	516	INFORMATION, WORKPLACE & INNOV (SG2)	19/05/20	IT / INFOSEC	DIRECTOR	19/05/20		Organisation of videoconferences and virtual meetings - Optional recordings	All staff, external participants	Name, surname, Email, phone number, login info (optional: voice and image)	until end of contract for the contact details until end of session for the communication unlimited if recorded for the internet	CISCO, BT		Citizens, if the material is recorded and published on the ECA website					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
E-signature	559	INFORMATION, WORKPLACE & INNOV (SG2)	09/02/21	IT / INFOSEC	DIRECTOR	09/02/21			ECA staff	name, e-mail address, function, organisation, date & time									Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
BiblioECA Library management - loans/borrowing records	398	INFORMATION, WORKPLACE & INNOV (SG2)	09/08/18	LIBRARY & ARCHIVES	DIRECTOR	15/04/20		The SG2 Library and Archives team uses the data to manage user transactions (including loans, renewals, returns, reminders, claims, reservations, requests, notifications, favourites and alerts).	ECA staff (and External Users (mainly researchers with justified interest))	Personal No, Full name, Nationality, Gender, Office and Email address, phone number, Staff number, Job description, category, Chamber	illimited conservation	ALMA Library Management (ISO 27001 - ISO 22301)	data subject	The ECA Library's staff can transmit the name of the User who borrowed the media item to the User requesting this information (request considered urgent)					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Audiovisual archives	407	INFORMATION, WORKPLACE & INNOV (SG2)	07/08/18	LIBRARY & ARCHIVES	DIRECTOR	07/08/18		Determine which pictures, videos and audio material should be digitised, enriched with metadata and stored in the historical archives. The digitised media will be used in publications or at the request of publishers, journalists, members of the public, etc.	ECA staff and external persons	photos/videos/audio material	illimited conservation								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Newsletter subscription	556	INFORMATION, WORKPLACE & INNOV (SG2)	29/01/21	LIBRARY & ARCHIVES	DIRECTOR	29/01/21		Manage the subscription contract, enable the publisher to provide users with individual services	ECA staff	Full name, e-mail address, postal address,	until unsubscription or departure								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Access to press articles (abstracts)	565	INFORMATION, WORKPLACE & INNOV (SG2)	12/04/21	LIBRARY & ARCHIVES	DIRECTOR	12/04/21		Subscription to electronic content	ECA staff	name, e-mail address, country, preferred language, newsletter frequency, and account creation date	at unsubscription or departure								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Access to on-line material	566	INFORMATION, WORKPLACE & INNOV (SG2)	12/04/21	LIBRARY & ARCHIVES	DIRECTOR	12/04/21		Subscription to online professional content	ECA Staff	title, name, surname, ECA email address, email alerts, newsletters number and names of registered users/sign-ins/ searches/ alerts, account creation date	42 months								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Eurointelligence subscription	587	INFORMATION, WORKPLACE & INNOV (SG2)	31/05/21	LIBRARY & ARCHIVES	PRINCIPAL MANAGER	31/05/21		25 users subscription to a library service											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Press subscription	551	INFORMATION, WORKPLACE & INNOV (SG2)	16/12/20	WORKING ENVIRONMENT	DIRECTOR	16/12/20		Subscription to electronic newspaper	ECA staff	e-mail address, date of account creation and date of last activity, amount of pages/article views per user	until departure, or upon request, except for the extracts of lists of users for statistical purposes, which will be kept for 30 months, then anonymised								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
IT user satisfaction survey	596	INFORMATION, WORKPLACE & INNOV (SG2)	26/08/21	WORKING ENVIRONMENT	MEMBER	06/09/21													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Budgetary management of survey tool	466	LEGAL SERVICE (JUR)	05/09/19	IT	Director	05/09/19		The person responsible(postholder) can use the data as described in the Privacy Statement (PS) issued with each survey. Usually, provision of personal data / participation in a survey is optional. If the survey is anonymous (this will be specified in a PS issued with the survey), no personal data will be collected. The only information taken will be an email address, and this will not be kept for longer than necessary (6 months unless otherwise specified). If the survey is not anonymous, we will ask in advance for free, informed and express consent to use personal data. The PS issued with the survey will include full information about rights, a description of the data to be collected, the retention period and other details, all in accordance with Regulation (EU) 2018/1725.	Surveyed population	Email address (following what is stated in the Privacy Statement annexed to each survey)	1 month up to 7 years									Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Spontaneous allegations of fraud	275	LEGAL SERVICE (JUR)	14/06/11	LEGAL SERVICE (JUR)	MEMBER	14/06/11		Members of the public may email or write to the ECA with allegations of fraud, the abuse of EU funds or harassment by named individuals. These allegations are examined and may be forwarded to OLAF for investigation.											Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	

Processing operation	Reference No	Controller	Registration date	Entity responsible for the processing activity	Person responsible as controller	Last update	Co-controllers	Purpose(s) of the operation	Categories of data subjects	Personal details (name, address, photos, etc.)	Personal details: retention period	Processors	Internal recipient(s) (in the ECA) Legal Service (LS) Audit Quality Control (AQC)	External recipient(s)	Is data transferred outside the EEA?	To which countries?	To which international organisation outside the EEA?	Which data protection measures were put in place?	Physical and logical access rights controls	Organisational security measures	
PCR tests	554	MEDICAL SERVICE (MED)	23/12/20	MEDICAL SERVICE (MED)	MEDICAL OFFICER	23/12/20		Perform COVID-19 saline tests	ECA staff	first name, last name, date of birth, email address, mobile telephone number, personal number, address, medical status (COVID-19 symptoms), and result of the test	30 years after the end of your activity at the Court	MEGENO Laboratoires Réunis	data subject	MEGENO Laboratoires Réunis					Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Forums on emission of greenhouse gases	620	SECRETARIAT-GENERAL (SG)	16/02/22	DIRECTORATE OF INFORMATION (EMAS)	SECRETARY GENERAL	16/02/22		Create a forum for ECA staff to exchange ideas on greenhouse gases reduction	ECA staff	Name, first name	5 months								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Conference on Ethics and Integrity in Public sector	522	SECRETARIAT-GENERAL (SG)	29/06/20	EVENTS VISITS PROTOCOL (EVP)	director	07/07/20		Organisation of the Conference on Ethics and Integrity in Public sector and registration of participants	internal (ECA staff) and external stakeholders	Full name, email address, job title, organisation	18 months	Checkmarket survey tool	DDP, LV CAB, PROF TRAINING						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Ethics - Whistleblowing	301	SECRETARIAT-GENERAL (SG)	20/05/15	FINANCIAL IRREGULARITY PANEL	SECRETARY GENERAL	20/05/15		Staff or external contractors who report wrongdoing at the ECA or another EU institution.	whistleblower and persons mentioned by the whistleblower	Full name, contact details for the whistleblower Can we any data for the facts reported by the whistleblower									Physical and logical access control based on need to know principle Backups Dedicated strong cupboard used to store identity whistleblower. Name of whistleblower replaced by neutral term.	Information Security Policy, procedures and Officer in place; Awareness training	
Annual promotions procedure	4	SECRETARIAT-GENERAL (SG)	14/03/07	HUMAN RESOURCES SERVICES (RHS)	SECRETARY GENERAL	29/11/19		The personal data from the evaluation tool and the personal file will be used to create the list of promoted staff. Promotions to AD12-AD13: the evaluation reports and the career data of the staff eligible for a promotion will be checked by the Joint Committee that will produce a list of staff proposed for promotion. The list is sent to the Secretary General who takes the final decision. For promotions to AD13 and above the evaluation reports and the career data of the staff eligible for a promotion will be compared by the Administrative Committee who will produce the list of staff to be promoted. The lists of promoted staff are published on the intranet.	All officials	Administrative information, Training performed, Performance evaluation reports, career details	Until promotion list is published Up to same as data from Sysper and Compass		ECA directors, Joint committee for promotions to AD12-AD13, Administrative Committee (only for promotions to AD13 and above), competent file manager							Physical and logical access control based on need to know principle Backups	Special measures were taken for the specific devices in the dedicated room. The dedicated room for the Joint Committee is equipped with special configured devices with specific user-id's that can only be used on these devices and no possibilities to save data outside the device and U drive. Bluetooth, USB ports are blocked.
Internal administrative enquiries and disciplinary proceedings	49	SECRETARIAT-GENERAL (SG)	07/10/08	HUMAN RESOURCES SERVICES (RHS)	DIRECTOR	07/10/08		See Article 51 SR. EDPS opinion following prior checks.	ECA Staff				Investigator Legal service						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Emergency access to U: drive & e-mail	252	SECRETARIAT-GENERAL (SG)	03/03/09	INFOSEC	INFORMATION SECURITY OFFICER	03/03/09		A) Protect the ECA's interests when information stored on the U: drive (private drive) or in the e-mail account of a person who is absent is needed for work purposes and the information can't be obtained from another source before the user's return. B) Requests by the family of a deceased member of staff for information and documents which are needed for financial or administrative reasons (invoices, etc.) but are stored on the person's U:drive or in their e-mail account. C) Requests by a former member of staff (within 4 weeks of leaving the ECA) for access to information and documents which are still stored on their U: drive or in their e-mail account.										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training		
Cybersecurity awareness exercises and trainings	619	SECRETARIAT-GENERAL (SG)	16/02/22	INFOSEC	INFORMATION SECURITY OFFICER	16/02/22		Organise cybersecurity campaigns and compulsory trainings	ECA staff	Name, first name, if test passed									Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Covid-19 pandemic crisis – follow-up of staff health and safety	536	SECRETARIAT-GENERAL (SG)	30/09/20	MEDICAL SERVICE (MED)	MEDICAL OFFICER	30/09/20		Notification and statistical purposes and the usual management of your medical file and absences for medical reasons.	ECA staff	first name, last name, medical status (COVID-19 symptoms), result of the test (when the need for testing has been confirmed), health status when planning to return to work after a positive test, time of onset of COVID-19 symptoms, number of the office(s), room(s) and building floor(s) that the concerned staff member visited during its presence in the ECA premises and the persons with whom the staff member has been in contact at the workplace.	7 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Conference workshop: Auditing EU Security and Defence Policy	431	SECRETARIAT-GENERAL (SG)	27/02/19	SECRETARIAT-GENERAL (SG)	SECRETARY GENERAL	27/02/19		ECA will use the data for organising and managing the conference and workshop; Filming (including real-time webstreaming on social media) and photography at the conference.	Persons attending the conference and/or workshops	photos/videos/audio material	18 months		AQC, LS						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Peer review of ECA's ethical framework	404	SECRETARIAT-GENERAL (SG)	14/06/18	SECRETARY GENERAL (SG)	Directorate of the AOC	14/06/18		The contact details of ECA staff in the HR system were used to invite staff to take part in a survey and, possibly to hold interviews.	All ECA staff (including SNEs and Members) ECA staff >100-<1000 / Peer reviewers <10	Full name, tel. no, email address, function, administrative address, type of contract Peer review: Full name, birthday, place of birth, gender, e-mail address, tel. no, function, nationality	END of Peer Review		Eventually ECA's Head of task* ECA LS	Eventually peer reviewers				Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training		
Ethics - Declaring gifts and hospitality accepted or refused	471	SECRETARIAT-GENERAL (SG)	10/05/16	SECRETARY GENERAL (SG)	Secretary General	10/05/16		Staff declaring gifts and hospitality proposed or obtained from 3th parties. The Secretary General will decide if the gifts and hospitality can be accepted, refused other action to take.	ECA staff	Name, first name, any other personal data provided	5 years		Superior						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
ECARF and users of sports centre facilities	479	SECRETARIAT-GENERAL (SG)	30/10/19	SECRETARY GENERAL (SG)	SECRETARY GENERAL	30/10/19		Management of list of people signing up for ECARF courses and/or to use the sports centre	ECA staff and teachers										Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Presence list in ECA buildings (Progressive deconfinement measures)	528	SECRETARIAT-GENERAL (SG)	31/08/20	SECRETARY GENERAL (SG)	SECRETARY GENERAL	01/09/20		Personal data are used to manage the presence of staff according to the rules established (COVID-19 health security measures) All entry requests are submitted to access authorisations, processed by the security department	ECA staff	Full name, telephone number, e-mail address, function, building and office number	?		ECA medical service if case of Covid detected						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Presence list meetings (Processing of on the spot meetings during deconfinement period)	529	SECRETARIAT-GENERAL (SG)	31/08/20	SECRETARY GENERAL (SG)	SECRETARY GENERAL	01/09/20		Personal data are used to manage the meetings of staff according to the rules established and if necessary: launch a notification procedure after a case of Covid-19 has been identified amongst participants	ECA staff	Full name, Date of meeting, meeting room and seats plan	?		ECA medical service if case of Covid detected						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
E-voting for Members meetings	540	SECRETARIAT-GENERAL (SG)	08/10/20	SECRETARY GENERAL (SG)	SECRETARY GENERAL	08/10/20		E-voting system The user-id, dedicated credential created by the BELENIOS system and the vote of the Member are processed. Eventually names will also be uploaded into the system on which the Members need to make a choice.	Members	User-id, dedicated credential created by the system and the vote of the Member	4 month (1 year in the event of a complaint, up to 8 years in the event of a judicial appeal)								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Working conditions survey	568	SECRETARIAT-GENERAL (SG)	16/04/21	SECRETARY GENERAL (SG)	SECRETARY GENERAL	16/04/21		Anonymous survey on working conditions well-being post-Covid	ECA staff	Gender, Age group, Domestic situation, Manager, Service at the ECA, Cross-border	3 months								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Members survey on work arrangements	577	SECRETARIAT-GENERAL (SG)	29/04/21	SECRETARY GENERAL (SG)	SECRETARY GENERAL	29/04/21		Personal data will be used to send an anonymous survey			3 months								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	
Electoral Board Staff committee elections	585	SECRETARIAT-GENERAL (SG)	20/05/21	SECRETARY GENERAL (SG)	SECRETARY GENERAL	20/05/21													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training	

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Survey on Ethics at the ECA	608	SECRETARIAT-GENERAL (SGL)	19/11/21	SECRETARY GENERAL (SGL)	SECRETARY GENERAL	09/01/22		SURVEY ON ETHICS					Audit Quality Control (AQC)						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Protecting people working at the ECA from harassment	43	Secretary General President	07/10/08	Secretary General President	Secretary General President	20/06/19		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. There is no processing of personal data during informal procedures.	ECA staff, auditees, consultants, visitors, contractors, complainant, correspondents, enquirers	Identity of the persons concerned (alleged victim(s) and persons accused of harassment), name of witnesses if any. Date of birth. Documents may contain data on third parties, Function (eventually position and seniority, grade.) Description of the facts. Possible medical notes or certificates	5 years after end of procedure (for possible medical details: cf Ref No 248)	person concerned, mediator, contact person, medical officer, LS		Possible if victim or harasser is employed by an ext organisation				Externals working for ECA, their superior 1-Externals working for ECA, their superior 2-Eventually law enforcement authorities when criminal facts were committed	Physical and logical access control based on need to know principle Paper documents saved in strong cupboards Electronic documents saved on encrypted external USB storage Backups Encrypted e-mails	Information Security Policy, procedures and Officer in place; Awareness training
Staff Committee newsletter	316	STAFF COMMITTEE (CDP)	26/10/15	STAFF COMMITTEE (CDP)	PRESIDENT of CDP	26/10/15		Requests for contributions / handling of contributions / language review / publication.	ECA staff	Full name, contact details	until end of the employment @ECA								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Staff Committee events for children	638	STAFF COMMITTEE (CDP)	01/06/22	STAFF COMMITTEE (CDP)	PRESIDENT of CDP	01/06/22														
Entries in the IATE database	198	TRANSLATION & LANGUAGE SERVICES (SG3)	05/03/09	TRANSLATION & LANGUAGE SERVICES (SG3)	DIRECTOR	05/03/09		IATE is the EU's single interinstitutional terminology database. Data in IATE is processed with a view to the management and functioning of the EU institutions and bodies, as provided in recital 22 and Article 5.1(a) of Regulation 2018/1725. Users' personal data is used to identify them and for database management.	Translators that use IATE system		until the end of the system								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Interinstitutional exchange of AD translation staff	280	TRANSLATION & LANGUAGE SERVICES (SG3)	17/08/11	TRANSLATION & LANGUAGE SERVICES (SG3)	DIRECTOR	17/08/11		AD staff can apply to take part in the interinstitutional exchange of translators. Applications and CVs are sent to the relevant interinstitutional working group.	Translators who wish to participate in the exchange program		1 year for the candidates retention period of the personal file for the participating translators								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
External translators	410	TRANSLATION & LANGUAGE SERVICES (SG3)	05/10/18	TRANSLATION & LANGUAGE SERVICES (SG3)	Director	05/10/18		Management of external translators and quality control of their work.	External translators		10 years		Accounting service						Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Translation quality management tool	550	TRANSLATION & LANGUAGE SERVICES (SG3)	10/12/20	TRANSLATION & LANGUAGE SERVICES (SG3)	DIRECTOR	10/12/20		Evaluation of outsourced translations	translators	e-mail address	2 years								Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training
Survey for ECA translators	586	TRANSLATION & LANGUAGE SERVICES (SG3)	19/05/21	TRANSLATION & LANGUAGE SERVICES (SG3)	DIRECTOR	20/05/21													Physical and logical access control based on need to know principle Backups	Information Security Policy, procedures and Officer in place; Awareness training