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EUROPEAN HEALTH AND DIGITAL EXECUTIVE AGENCY (HADEA)

RECORD OF PERSONAL DATA PROCESSING ACTIVITY

Record No: HR.07 **Initial approval by Data Controller**: ARES registration date

Update (s) *(if applicable):* N/A

NAME OF THE PROCESSING ACTIVITY

Transfer of personal data to EU Member States' authorities

IDENTIFICATION OF THE DATA CONTROLLER

European Health and Digital Executive Agency (HaDEA), Head of Unit C.3 Staff, Communication and Support

GROUND FOR THIS RECORD

□ Record of a new type of processing activity of personal data (before its implementation)
X **Record of a processing activity of personal data that is already in place**
□ Change/Amendment/ Update of an already existing previous record

1. INFORMATION ON THE PROCESSING ACTIVITY OF TRANSFER OF PERSONAL DATA TO EU MEMBER STATES' AUTHORITIES

This processing activity is performed in accordance with **Regulation (EU) No 2018/1725** ([1]) on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

1.1. The Data Controller is:

The Head of Unit C.3 Staff, Communication and Support in the European Health and Digital Executive Agency (HaDEA), Place Charles Rogier 16, B-1049 Brussels, BELGIUM; can be contacted at HADEA-PEOPLE@ec.europa.eu.

1.2 The contact details of the Data Protection Officer (DPO)

HADEA-DPO@ec.europa.eu

1.3 Joint controller:

N/A

1.4 The following entity(ies) is/are acting as Processor(s):

N/A

1.5 Description and purpose(s) of this processing:

The purposes of this processing activity is to enable HaDEA to answer to requests from EU Member States' Permanent Representations and other public authorities (such as Embassies of the Member States in the hosting countries and Ministries of foreign or European affairs of Member States), concerning personal data of HaDEA staff members. HaDEA will transfer the personal data for the purposes referred to in Article 15 of the Protocol No 7 on Privileges and Immunities of the European Union ([2]).

On a case by case basis, staff members can also consent via e-mail to their personal data being made available to Member Sates' authorities for other purposes (e.g. cultural events, national documents or certificates, etc).

1.6 The legal basis for the processing based on Article 5(1) of Regulation (EU) 2018/1725 is/are:

☐ **(a)** the processing is necessary for the **performance of a task carried out in the public interest** or in the exercise of official authority vested in the Union Institution or body laid down in Union law;

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

([2]) Consolidated version of the Treaty on the Functioning of the European Union, Protocols, Protocol (No 7) on the privileges and immunities of the European Union (OJ C 326, 26.10.2012, p. 266-272).

☐ **(a2**) the processing is necessary for the **management and functioning** of the Union Institutions, bodies or agencies (Recital (22) of Regulation (EU) 2018/1725) laid down in Union law;

☒ **(b)** the processing is necessary for **compliance with a legal obligation** to which the controller is subject, which are laid down in Union law ([3]);

☐ **(c**) the processing is necessary for the **performance of a contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

☒ **(d)** the data subject has given **consent** to the processing of his or her personal data for one or more specific purposes;

☐ **(e**) the processing is necessary in order to protect the **vital interests** of the data subject or of another natural person.

1.7 The categories of data subjects

☒ Agency staff (Contractual and temporary staff in active position)

☐ Applicants

☐ Relatives of the data subject

☐ Complainants, correspondents and enquirers

☐ Witnesses

☐ Beneficiaries

☐ External experts

☐ Contractors

☐ Other, please specify: N/A.

1.8 Categories of personal data

a) Categories of personal data:

The following personal data will be processed:

a) Identification data: last name, first name, nationality;
b) Data relating to contact details: professional email address (derived from the last name and first name) and professional address;
c) Data relating to the data subjects' professional status: grade.
d) As regards managerial positions: professional titles, names and surnames of jobholders, who also appear in publicly available databases.

([3]) The processing is necessary for compliance with a legal obligation to which the controller is subject (Article 5(1)(b) of the Regulation), as established by Article 15 of the Protocol (No 7) on Privileges and Immunities of the European Union.

Personal data is extracted from SYSPER, a database managed by the European Commission Directorate-General for Human Resources Unit HR.C.04
The above data may be transferred only to the Member State corresponding to the nationality of the data subjects concerned.
Aggregated anonymised data regarding all members of the HaDEA staff, including nationality, administrative status and function group, may be transferred to Permanent Representations but in a way that does not permit identification of data subjects.

b) Categories of personal data processing likely to present <u>specific risks:</u>
N/A

c) Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10):
N/A

d) Specify any additional data or explanatory information on the data being processed, if any:
N/A

1.9 Retention period (maximum time limit for keeping the personal data)

Personal data will be kept as follows:
Data, stored in electronic format in functional mailboxes (email accounts) or file servers (shared drive) is kept for a period of one year from the date when the relevant request was received.
After this conservation period, they are immediately erased.

Is any further processing for historical, statistical or scientific purposes envisaged?
☐ yes, ☒ no

1.10 The recipient(s) of the data

The recipients to whom the personal data will or might be disclosed are:

A. WITHIN THE AGENCY:
- HaDEA Appointing Authority (the Director of the Agency);
- HaDEA Head of Department C ('Finance and Resources');
- HaDEA authorised staff from Sector C.3.1 ('People Sector') on a need to know basis;

B. OUTSIDE THE AGENCY
- Authorised staff of the European Commission services concerned (DG HR);
- As the case may be, permanent Representations of the Member States to the EU, Embassies of the Member States in the hosting country, Ministries of Foreign or European Affairs of Member States and administrative authorities.

In addition, in case of control or dispute, personal data can be shared with and processed by the bodies charged with a monitoring or inspection task in application of Union law in compliance with the applicable data protection rules and within the scope of their tasks entrusted by the relevant legislation. This includes, in particular, the following recipients:
- Bodies in charge of a monitoring or an inspection task in application of Union

law (e.g. internal audit, IAS, Court of Auditors, etc.);
- The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure;
- OLAF in case of an investigation conducted in application of Regulation (EC) No 1073/1999;
- The European Ombudsman within the scope of the tasks entrusted to it by Article 228 of the Treaty on the Functioning of the European Union;
- The European Data Protection Supervisor in accordance with Article 58 of Regulation (EC) 2018/1725;
- The European Public Prosecutor's Office within the scope of Article 4 of Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office.

1.11 Transfers of personal data to third countries or international organisations

Personal data **will not be transferred to third countries** or **international organisations.**

1.12 The processing of this personal data **will not include** automated decision-making (such as profiling).

1.13 Description of security measures

The following technical and organisational security measures are in place to safeguard the processing of this personal data:
The European Commission's IT systems used by the Agency abide by the Commission's security guidelines. The Agency complies with Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.
1. Organisational measures:
A Corporate Local Informatics Security Officer (C-LISO) is in place. Its role includes supervising the Agency compliance with the relevant regulations, and the application of security measures recommend by DIGIT.
Organisational measures include appropriate access rights and access control. As a rule within the Agency, access to information systems, the file system or offices are subject to a series of authorisations where the person granting the access is different from the person requesting or authorising the access - except in limited cases of delegation.
The (HR) responsible person collects and places the documents on the secured drives of the Commission and all Agency staff are bound by a confidentiality obligation.
The need-to-know principle applies in all cases.
2. Technical measures
State of the art technical cybersecurity measures are implemented in the corporate systems, according to the security needs. Those measures are in constant evolution.

1.14 Data protection Notice

Data Subjects are informed on the processing of their personal data via a **data protection notice on their rights:**
- to access their personal data held by a controller;

- to request their personal data held by a controller to be corrected;
- to obtain in some situations erasure of their personal data held by a controller, e.g. when data are held unlawfully (right to be forgotten);

- to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal;
- **of recourse** at any time to the **HaDEA Data Protection Officer** at HADEA-DPO@ec.europa.eu and to the **European Data Protection Supervisor** at https://edps.europa.eu.

Request from a data subject to exercise a right will be dealt within **one month**.

The right to information, access, rectification, erasure, restriction or objection to processing, communication of a personal data breach or confidentiality of electronic communications may be restricted only under certain specific conditions as set out in the **applicable Restriction Decision** in accordance with Article 25 of Regulation (EU) 2018/1725

Electronically signed on 20/10/2025 12:47 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121