



European Committee
of the Regions

Record of processing activity – Working document

Leave on personal ground (CCP)

PART 1 - Record

1. General Information

Reference number	RE2-6
Last update	30/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	ccp-cdr@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
Processor(s)	N/A
Data processing agreement	Available internally

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	The purpose of this data processing is to ensure the management of leave on personal grounds/unpaid leave.
Categories of persons whose personal data are processed	CoR officials, temporary and contract staff
Categories of personal data processed	The personal data of officials/staff who have requested leave on personal grounds or unpaid leave are as follows: <ul style="list-style-type: none">– surname and forename(s);– status, function group, grade and step;– service(s) of employment;– statement of reasons for the request;– where applicable, the name and address of the employer and the nature of the duties performed during the period of leave on personal grounds;– where applicable, the data on the supporting documents provided by the official/staff member;– temporary address;– telephone number, e-mail address;– where appropriate, request for coverage for sickness and accident risks and entitlement to a pension;– if applicable, up-to-date curriculum vitae.

Recipients of the personal data	<p>Personal data processed in the context of the procedure of leave on personal grounds/unpaid leave is disclosed (in whole or in part) only to the following recipients:</p> <ul style="list-style-type: none"> - managers in the Career development sector, responsible for the administrative management of requests for leave on personal grounds or unpaid leave; - managers in the Recruitment sector, responsible for the reinstatement of the official/staff member; - where applicable, the immediate superior and the Director/Deputy Director/Secretary-General; - the Director of Human Resources and Finance; - the Appointing Authority (AECE) responsible in accordance with Rule 71 of the Rules of Procedure of the European Committee of the Regions; - managers in the sectors Rights and obligations and working conditions, health and well-being where applicable; - the CoR's financial sector; - the Reception Office (Special Identity Card, VAT, car registration), Administrative Support for Expatriates and PMO of the European Commission; - the data may also be communicated, where appropriate and within their respective powers, to the Legal Service, the Internal Audit, the Disciplinary Board.
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	<p>The application form for leave on personal grounds/unpaid leave, the decision of the appointing authority (grant, extension or reinstatement) and the relevant supporting documents shall be placed and kept in the individual file. Therefore, the retention period for personal data contained in these documents corresponds to that for the retention of individual files.</p> <p>For the ongoing leave on personal grounds/unpaid leaves, the data are kept in the Career development sector until the current period of leave is completed.</p>
General description of security measures, where possible	<p>The application files for leave on personal grounds/unpaid leave (form, decision of the appointing authority and supporting documents) are scanned by the individual file manager in the NDP application and are therefore available for consultation in the personal file. Every active staff member has unlimited online access to their own scanned folder through the Sysper app. Each consultation of an individual file by a third party or its holder is registered by the NDP system (name, access role, date and time of the consultation) and the holder is therefore informed. Furthermore, such consultations are strictly possible for staff or third parties who are duly allowed to do so, and such consultation is technically impossible for persons who aren't allowed.</p> <p>Electronic versions of tracking tables are kept on shared disks whose access is limited to competent managers and password-protected.</p>
Data protection notice	Published internally