



European Committee
of the Regions

Record of processing activity – Working document

SysPer

PART 1 - Record

1. General Information

Reference number	RE2-17
Last update	30/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	SysPer2-Helpdesk-CdR@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
Processor(s)	DG HR and DG DIGIT
Data processing agreement	Available internally

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>The CoR collects and uses your personal data specified below to support and facilitate the management of staff and workforce in SysPer within the domains below.</p> <p>I. Identity Management Relevant database and IT system: COMREF/RETO Personal data relating to CoR staff and their family members are collected via RETO (Reservation Tool) and stored in COMREF (Common Reference Database) so as to allow the creation of a unique personal identification which is referenced across SysPer modules, as well as other IT systems and applications in use at the CoR.</p> <p>Such data collection supports the integration of SysPer modules, different IT systems and applications allowing data migration and exchange between them, as well as the allocation of financial benefits and the creation of an account and relevant access rights in line with staff's status, position and function within the organization.</p> <p>II. Organization and Talent Management Relevant SysPer modules: ORG, DOT, CAR, CCP and JIS</p> <p>The ORG (Organization chart) module supports the management of the organisational chart of each entity by enabling the visualisation</p>
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of the chart and the preparation, follow-up and implementation of modifications applying to the latter. The module allows all staff to visualise the organisational chart, its underlying entities and job holders.

The DOT (Job quota management) module in SysPer is the accountancy system for job quotas and, as such, enables the assignment of officials and temporary agents to jobs.

The CAR (Career) module supports the management of career processes. It enables the preparation, follow-up and implementation of decisions concerning a person's career. The CAR module contains all the information linked to the career of a member of staff during their employment in a EU institution, body or agency (hereinafter EUIBA), notably the statutory link, the function group, grade, contract information, administrative positions and job assignment. The CAR module allows staff members to visualise and follow their own career events from the starting date in a EUIBA to the end of their career or contract i.e., including career history, classification and classification evolution, assignments, contract and probation, type of post, and administrative position. The career history includes periods worked in the different EUIBAs using SysPer.

The CCP (Leave on personal grounds) workflow allows a staff member to submit, modify and consult their own requests for leave on personal grounds or unpaid leave and the status of such requests.

Finally, the JIS (Job Information System) module supports the management of statutory staff's job descriptions.

III. Personal Data and Files Management

Relevant SysPer modules: PER, FAM, NDP, DOC

The PER/FAM (Personal and Family Data Management) modules support the management of a staff member's personal data i.e., basic identification data, knowledge of languages, photo, addresses, family composition and contact details, as well as information concerning staff members' family members i.e., nature of the relation with the staff member, name, gender, date and place of birth, civil status, professional situation of the spouse, and date of arrival in the country . The module allows staff members to visualize and declare changes to their personal and family members' data. Furthermore, the collection and processing of these data support the management of staff members' rights and entitlements, including the calculation of specific allowances.

SysPer is also the official source of data for the publication of personal photos on the application "Staff pages" at the CoR. Please note that the publication of one's own personal photo, though not mandatory, is strongly recommended so as to allow everyone to recognize and be recognized more easily by colleagues and members and to facilitate initial contact. This information is therefore considered an important element in the presentation of staff members.

Any change regarding the use of the personal photo made outside of SysPer will be duly communicated in advance to all staff, thus allowing everyone to re-evaluate their decision whether or not to publish their own photo.

The NDP (Personal file) module supports the management of staff's personal files and allows staff members to consult their own personal file and the documents therein contained as of their entry into service into EUIBAs also using the module. Please refer to the relevant Data Protection Notice for more information regarding the protection of personal data within the scope of this processing operation.

The DOC (Document Engine) module allows HR and IT professionals to create and manage templates. Staff members can thus generate administrative certificates on the basis of those templates.

IV. Working Conditions Management

Relevant SysPer modules: TIM, FLEX, TLW, ATS

The TIM (Time management) module supports the administration of work patterns and the management of jobholders' leaves and absences. In their personal TIM file, staff members can visualise their leave rights and history, as well as their balance rights evolution. They can view their current work pattern and their work pattern history. The TIM File is also the interface through which staff members apply for leave or for the modification of their work pattern.

The FLEX (Flexitime) module supports time recording, as it allows statutory staff members to record the hours worked, specify the presence type (i.e., work at the premises, telework, or mission), and consult their present and past timesheets.

The TLW (Telework) module supports the administration of requests for teleworking outside the place of employment allowing staff to request periods of teleworking from abroad and thus consult and/or modify such requests.

The ATS (Stand-by/arduous work) module supports the registration of particular working conditions such as stand-by, shift work, overtime and arduous work. CoR staff members who are entitled to allowances for shift work and/or standby duty can encode, consult and submit the hours worked via the module.

V. Management of Individual Rights

Relevant SysPer modules: RIG

Other related application: NAP

The RIG (Rights) module supports the administration of statutory staff's individual rights and entitlements as established upon their entry into service and evolving in line with relevant events affecting them (e.g., marriage, birth of a child).

Staff's payslips are prepared via NAP (New Application for Payroll management) by Unit E1 - Budget and Finance. Information uploaded in SysPer are automatically available and thus used by NAP for the calculation of salaries and benefits for staff. Please refer to the dedicated Data Protection Notice for more information on this processing operation.

	<p>VI. Reporting Relevant application: SAP BusinessObjects</p> <p>SAP BusinessObjects supports the production of statistical reports deploying SysPer data and aimed at monitoring the state of play of human resources within the CoR.</p>
<p>Categories of persons whose personal data are processed</p>	<p>Statutory staff i.e., officials, temporary and contract agents. In a lesser degree of data processing: other categories of staff e.g., Seconded National Experts, trainees, interims and external experts.</p>
<p>Categories of personal data processed</p>	<p>In order to carry out this processing operation, the following categories of data are processed:</p> <ul style="list-style-type: none"> ☐ Identification data e.g., name and surname, birth date, gender, nationality, place of origin, function, staff number, contact and location details, personnel number, personal identification number (PerId), EU Login Identifier, NUP (Numéro Unique de Paye), date of settlement to Belgium, personal photo (only upon consent); ☐ Organizational and job-related data e.g., job number, organizational entity of belonging, job title, type of contract, job description; ☐ Time-management data e.g., periods and type of presence, teleworking from abroad, absence and work pattern (part-time, parental leave, family leave), workflow of approval for timesheets, leave, teleworking or work pattern requests, location of teleworking from abroad; ☐ Family-related data e.g., family composition, including names and surnames of family members, their relation with the staff member, gender, date and place of birth, age, nationality, civil status, spouse's professional situation, family members' addresses, and relevant details regarding the percentage of support and custody provided to dependent children; ☐ HR data e.g., administrative position(s), working place(s), status(es), grade(s) and step(s); ☐ Financial data e.g., reimbursements, allowances. <p>Please note that in order for staff members residing in Belgium and their family members to obtain the Digital Key necessary to connect to the Belgian authorities' platforms, including the Belgian health platform to obtain their EU COVID vaccination certificates, the following data are collected and transmitted to the relevant Belgian authorities upon explicit consent of the data subjects:</p> <ul style="list-style-type: none"> ☐ For Officials and other servants: Personal ID, Full Name, Date of birth, National registration number (NISS/BIS), and email address. ☐ For their family members (if any): Full Name, Date of birth, Relation with the staff member, National registration number (NISS/BIS), and email address. <p>Please bear in mind that none of the SysPer modules entails any processing of data which contain references to staff members' racial or ethnic origins, political opinion, religious or philosophical orientation, sexual orientation or their membership to trade unions or other associations. Neither medical records nor disciplinary records are included in SysPer.</p>

<p>Recipients of the personal data</p>	<p>Access to your personal data is provided to the CoR staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.</p> <p>Recipients of the data are:</p> <ul style="list-style-type: none"> ☐ HR personnel in charge of specific HR processes; including ☐ HR staff responsible for administering SysPer at the CoR and Members of Joint Committees in charge of matters related to human resources management; ☐ Members of management (including functional management); ☐ Persons receiving delegations to exercise decision powers on behalf of the former actors; ☐ HR staff responsible for administering SysPer at the Commission (DG HR), as well as developers and helpdesk in DG DIGIT who need those data for incidents management, testing and user provisioning purposes, in compliance with the relevant Service Level Agreement; ☐ DG HR.D.1 in its specific field of competence (special ID card, tax issues, certificates, VAT and other administrative tasks) following a Service Level Agreement; ☐ The Belgian authority - the DG Digital Transformation of the Federal Public Service Strategy and Support (La DG Transformation digitale du Service Public Fédéral Stratégie et Appui) in the framework of the access to the Digital Key for Belgian residents based on a joint controllership agreement concluded between the latter and the European Commission. ☐ The Paymaster's Office (or PMO) for data within its remit (e.g., pensions, Joint Sickness Insurance Scheme, unemployment, payroll management and helpdesk) following a Service Level Agreement. <p>Recipients outside the CoR are:</p> <ul style="list-style-type: none"> ☐ OLAF, European Court of Auditors (for limited data); ☐ Citizens (limited information via EU Who Is Who).
<p>Transfers of personal data to a third country or an international organization</p>	<p>No, personal data are not transferred to non-EU Member States or to international organisations.</p>
<p>Retention period of the personal data</p>	<p>The CoR only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.</p> <p>Please note that in general the recipients listed under heading 6 might access your personal data throughout the entire duration of your career at the CoR depending on the access rights assigned to them. Such access is retained also with regards to retired staff's personal data. Following the end of your engagement with the CoR, the abovementioned recipients will only be able to access your name and surname, office number and EUIBA of belonging (if any).</p> <p>In general:</p> <ul style="list-style-type: none"> ☐ Personal identification numbers (PerIds) are kept during the whole active career, its breaks and also in post-activity. ☐ Information on roles, access rights, and organisational entities are kept for each assignment during the active career.

	<p>☒ The photo is kept in SysPer as long as the person does not remove it from the system. Please bear in mind that should the data subjects not have removed their photo before leaving the service, their photo will stay visible on SysPer only, and specifically to the CoR HR Officers, but will not appear on "Staff pages", as their profiles are removed from the latter application following their departure.</p> <p>For more information regarding the retention periods of personal data for some HR processes using SysPer modules, please refer to the specific Data Protection Notices.</p>
<p>General description of security measures, where possible</p>	<p>See SLA, published internally</p>
<p>Data protection notice</p>	<p>Published internally</p>