



European Committee
of the Regions

Record of processing activity – Working document

Termination of service

PART 1 - Record

1. General Information

Reference number	RE3-6
Last update	26/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	individual-rightscor@cor.europa.eu
Joint controller	European Commission, PMO Pensions
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 the processing is to draw up decisions, set financial entitlements and forward files to the European Commission's PMO.4 for execution for anyone who terminates their duties at the CoR.
Categories of persons whose personal data are processed	These include officials, temporary staff and contract staff leaving the CoR. Members of their families, i.e. spouses, dependants, persons with custody of children and dependants, are also concerned.
Categories of personal data processed	<p>The following personal data are part of your individual file and are managed in the Sysper application:</p> <p>Data relating to the person concerned and his/her career:</p> <ul style="list-style-type: none">— surname, first name — address— telephone, fax — staff number — date of birth— date of death + cause (in the case of a survivor's/orphanage pension)— if the cause of death is an illness for which the Medical Council had reservations at the time of recruitment, the percentage of the pension is affected— nationality— place of origin— civil status and effective date— date of entry into service— place of employment— contribution periods

	<ul style="list-style-type: none"> — date of termination of service — repurchase of pension rights, transfer IN/OUT, reimbursement of severance allowance, voluntary payment of sums for the acquisition of additional pension rights, periods of CCP, part-time — career Development: grade and step, type of contract — pension amount — banking data — professional activity if applicable <p>Family data:</p> <ul style="list-style-type: none"> — spouse: surname, first name, date of birth, professional activity — dependants: surname, first name, date of birth, dependent child allowance, education allowance, allowance received elsewhere — third party with custody of the child: surname, first name, address, bank account — beneficiary of the survivor's/orphanage pension: surname, first name, date of birth, address, telephone, bank account
Recipients of the personal data	The individual entitlements sector of Unit E3 in Directorate E Human Resources and Finance, the Head of Unit E3, the Director (and/or Deputy Director) of Directorate E, the Head of the Cabinet of the Secretary-General, Secretary-General, the PMO Pensions Unit of the European Commission, and, where appropriate, and within the limits of their respective powers, Legal Service, Internal Audit, Court of Justice, Court of Auditors, OLAF.
Transfers of personal data to a third country or an international organization	Possible in the case of a transfer of pension rights, and only at the request of the person concerned, to a non-EU national or private system, to the managers of that system.
Retention period of the personal data	The data is kept in the individual file of the official/staff member concerned (see the specific data protection notice concerning individual files). They are also available in Sysper, the computerised application used at the CoR for human resources management (see the data protection notice for Sysper).
General description of security measures, where possible	<p>Concerning physical files</p> <p>Physical files are processed and archived in CoR offices, in locked cabinets in the absence of the manager's office.</p> <p>Concerning electronic files</p> <p>Electronic files are managed in Sysper, an IT tool protected by individual password, under the responsibility of the Commission.</p>
Data protection notice	Published internally