



European Committee  
of the Regions

## Record of processing activity – Working document

### Working time management

#### PART 1 - Record

##### 1. General Information

Reference number	RE3-18
Last update	27/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	<a href="mailto:workingconditionscor@cor.europa.eu">workingconditionscor@cor.europa.eu</a>
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
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 operation is to set entitlements and manage staff requests in terms of working hours (flexitime), annual leave, special leave, sick leave (including administrative management of medical part-time, medical checks and invalidity committees), working arrangements (part-time, parental leave, family leave), teleworking, periodic penalty payments and shift and overtime work.
Categories of persons whose personal data are processed	Officials, temporary staff, contract staff and seconded national experts employed at the CoR.
Categories of personal data processed	<p>In Sysper, these are the data processed in the TIM module, i.e., for non-exhaustive purposes: annual leave entitlements and flexible hourly entitlements; absences, attendance and teleworking (including the history of the requests of the persons concerned and the status of validations by their hierarchical superiors), working formulas (including the history of the interested parties' requests and the status of validations by their hierarchical superiors). Managers also have access in SysPer to data available in other SysPer modules, including career data (including assignment and career history) and rights (including surname, first name, contact details, distance place of origin, etc.).</p> <p>Some data are processed on paper and placed in the relevant file: Flexible hours: in the event that an increase in the quota for medical consultation per year is necessary, advice from the medical officer as</p>

to whether the increase is justified or not, without any medical indication. In the event that a breast-feeding work waiver becomes necessary beyond six months, advice from the medical officer as to whether or not the grant is justified, without any medical indication.

Overtime: in the event of payment for service requirements, reasoned request from the Head of Unit; where the list of additional hours to be paid is drawn up, note from the Appointing Authority to the unit responsible for remuneration for payment including the notes of the above-mentioned heads of units.

Annual leave: in case of leave taken or not taken on termination, copy sysper and note from the appointing authority to the unit in charge of the remuneration for payment. In the case of EPI annual leave, lists of the training department.

Special leave: supporting documents according to the type of special leave requested (e.g. death certificate, boarding pass, etc.); medical certificates attesting to the illness of a relative shall not be communicated but the medical service shall send only the opinion of the medical officer on whether or not the request for leave is justified.

Maternity leave: a copy of the pregnancy certificate is provided to managers on leave prior to birth.

Sick leave: in the context of applications to stay outside the place of employment (Article 60 of the Staff Regulations) ad hoc form containing surname, first name, administrative position address of the stay, dates of stay, and whether or not an interview took place in the context of the application, whether or not there is a medical counter-indication to travel, whether or not there is a therapeutic benefit to travel, whether or not there is a compelling family situation justifying the travel. No medical material is transmitted.

As part of the administrative management of medical checks and invalidity committees, summonses (date, place, time). In the event of automatic leave, the opinion of the medical officer. No diagnostic element is transmitted.

Part-time: in the case of part-time work requested in respect of a child under 14 years of age for a single parent, a household composition of less than one year provided by the municipality is requested to verify the status of single parent; in the case of part-time work requested on the basis of serious difficulties, the opinion of the social worker and/or the medical officer stating whether the application is justified or not and in no way the reasons for it; in the case of part-time work requested on the basis of a seriously ill or disabled relative, the medical officer's visa on whether the application is justified or not shall be returned via Sysper; if part-time is requested for further training, the opinion of the Training Service.

Parental leave: in the case of parental leave requested in respect of a single parent, a household composition of less than one year provided by the municipality is requested to verify the status of single parent; in the case of parental leave requested in respect of a seriously ill or disabled child, the opinion of the medical officer and/or the social worker on the justification of the application, without any indication of cause or diagnosis.

Family leave: the medical officer's visa is indicated via SysPer.

Teleworking: in the case of an application for authorisation of occasional teleworking beyond the ceiling of 28 days per year, written request from the person concerned with the justification and agreement or otherwise of the hierarchy of the person concerned; in the event of a request for structural teleworking in an adapted form,

	<p>the opinion of the medical officer and/or the social assistant on whether the request is justified or not; in the event that a check of the priority criteria is necessary in the context of obtaining the call for applications, the opinion of the medical officer or social worker on the justification of the application, without any indication of the reason, or, if the priority invoked is the status of single parent, a household composition of less than one year provided by the municipality in order to verify the status of single parent.</p>
Recipients of the personal data	<p>Sysper time management data are accessible to the line managers and their delegate(s). They are also generally accessible to leave managers, the Head of Unit and the Deputy Head of Unit in charge of working conditions, as well as to staff in charge of the Sysper CoR Helpdesk and the Sysper Central Helpdesk (Commission). Also the Internal control and LAM office in unit EI and its deputy Head of unit.</p>
Transfers of personal data to a third country or an international organization	<p>The personal data is not transferred to non-EU Member States or to international organisations.</p>
Retention period of the personal data	<p>For electronic data, the deadlines applied in Sysper apply. As regards the paper data, they are kept for a period of 3 years.</p>
General description of security measures, where possible	<p>Concerning physical files Physical files are stored in locked cabinets. Concerning electronic files Sysper accesses are limited, password-protected and monitored on a regular basis.</p>
Data protection notice	<p>Published internally</p>