Eurojust record of processing activity

Record of processing personal data activity, based on Article 31 of 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

Part I –Article 31 Record (this part is publicly available)

Nr.	Item	Description
	Eurojust´s **external training activities** for post holders organised by Eurojust <u>outside Eurojust premises</u> and held by external learning providers. Eurojust's **internal training activities** for post holders organised by Eurojust <u>within Eurojust premises</u> and held by external/internal learning providers. Use of EU Learn, the Commission's Learning Management System (LMS) to plan, organise, manage and evaluate training actions and learning opportunities for staff of the EC, Institutions and Agencies, including Eurojust's Temporary and Contract Agents (Members of the National Desks and Seconded National Experts have no access to EU Learn).		
1.	Last update of this record	**6/11/2020**
2.	Reference number	**HRU-12 (November 2020)**
3.	Name and contact details of controller	Head of HR, hohrconfidential@eurojust.europa.eu
4.	Name and contact details of DPO	dpo@eurojust.europa.eu
5.	Name and contact details of joint controller	N/A
6.	Name and contact details of processor	hrd@eurojust.europa.eu: responsible for processing training requests, advance payments and reimbursements for post holders, for organizing internal and external training activities in collaboration with external learning providers, for processing invoices related to organised trainings and for managing the EU Learn system. **External learning providers**. The list of external learning providers varies dynamically and for this reason a comprehensive list is not provided in this document; nevertheless the list can be provided upon request.

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7.	**Purpose of the processing**	To organise the training activities for Eurojust´s post holders in accordance with *College Decision 2018-13 on the Framework for Learning and Development* and *Article 24a, 45 of the Staff Regulations*. To do so, the HR unit has to process certain personal data relating to participants in training activities. This processing activity relates specifically to the administrative arrangements necessary to complete the registration procedures and the recording of data for statistical purposes. Eurojust´s post holders choose to participate in each training activity individually in agreement with their line management. Participation is therefore largely voluntary except for the cases where a post-holder is requested to attend as participation is in the interest of Eurojust. All data is processed solely for the purposes of registration and participation in training activity, reimbursement of training costs to staff members, the creation of statistics and reports on training activities and the follow up of the training budget.
		EU Learn:
		The purpose is to optimise the access of staff (Temporary and Contract Agents) to learning and development opportunities and simplify the learning offer within Eurojust. The system allows staff to identify and register for in-house group trainings and trainings available in the EU Learn platform.
		It also allows HR Development to organise and manage in-house group trainings and trainings available in the EU Learn platform.
		The underlying aim of the learning management system is to improve the efficiency of Eurojust. This implies:
		• to plan and organise training activities for Eurojust staff;
		• to manage all the procedures of training actions (create and publish courses, create training application, validate training requests, register and enrol, follow-up of participation and evaluation);
		• to evaluate the training actions in view of quality control;
		• to create a training history log for all staff; and
		• to produce statistics and reports for management.
8.	**Description of categories of persons whose data are processed and list of data categories**	Data subjects are Eurojust's post holders enrolling in training activities organised by Eurojust.
		External training activities:
		Data processed include data in the *Training Application form*, name and surname, personnel number, training course, training

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		provider, start and end date of training, training type, whether there is an exam involved or purely training, cost of the training, VAT of training costs, and cost of books and mission if applicable. Post holders then indicate if they wish an advance of the training costs and are requested to attach the program of the training and proof of the related costs if any. The form also include the Head of Unit assessment on whether the training is supported by him/her. After the end of the training, post holders need to submit a certificate of completion and a proof of payment to ensure reimbursement. Data included in the *Training costs reimbursement form:* amount that was paid, bank account details regarding the reimbursement, attendance certificate, invoice and proof of payment. **Internal training activities:** Post holders are registering their attendance in EU Learn (name, last name, unit and reason for training). After the completion of the training, the staff member may generate a training certificate through the system. **EU Learn:** Personal data of all Temporary and Contract Agents in Eurojust, as mentioned in COM REF database and ECAS account, name/surname of the trainers (where applicable), attendance data, statistical reports and anonymous training evaluations, training history of staff members and dates on which the courses have been planned/delivered. **For all training activities:** The HR unit keeps an excel sheet with personnel number, name, grade, unit, training attended, training duration, budget line used for reimbursement, training cost, training type, training provider, training location for statistical, budget monitoring and reporting purposes.
9.	**Time limit for keeping the data**	In accordance with *AD Decision 2017-04*, implementing *AD Decision 2017-03* on setting-up the Eurojust historical archives and internal organisational memory, training records are kept for the duration of the staff member's career. Presence lists, proofs of enrolment and documents related to reimbursement of training costs are kept for 5 years from the date on which the European Parliament grants discharge for the financial year to which the documents relate in accordance with Article 47 of the Financial Regulation applicable to Eurojust as justification documents for the payment of the external

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		contractor's invoices and the reimbursements to Eurojust post-holders. They are also the basis for statistics and for audit purposes. **EU Learn:** 1) All training records are kept for the duration of the staff member's career in the EU Institutions and for 20 years after the staff member leaves the employment. The completion of a number of training courses is a condition to be granted access rights to IT systems or prerequisites for other courses. As a result, data subjects who leave the organisation can return after many years and continue to need to demonstrate having followed a specific course. It is therefore in the interest of the data subject and the service to retain the learning history. 2) Presence lists of the training actions that are completed are kept for the periods determined under the Financial Regulations (5 years from the date on which the European Parliament grants discharge for the financial year to which the documents relate) as a justification document for the payment of the external contractor's invoices.
10.	**Recipients of the data**	The data collected will only be disclosed to the HR staff whose access is necessary for organising the training programs. Documents needed to initiate a financial commitment and eventual payment (training application form, training cost, proof of payment) are uploaded in ABAC and are accessed by designated staff in the Budget and Finance unit for payment verification for trainings that cost above € 5 000. **Line managers** receive the training applications from the staff members, as they need to approve the request for training. **External trainers** are provided with the list of names and the unit of the participants attending the training courses. **EU Learn:** **All staff working in EU institutions and responsible for EU Learn course management** have access to EU Learn data (name of staff, agency and courses followed) so that they can assess the full training history of a staff member in case of transfer to another institution. The Commission has opted for this "open by default" access to stimulate cooperation between DGs and the different EU organisations, to apply economy of scale and to avoid duplication of content.

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		Temporary and Contract Agents of Eurojust can access details of their learning history and planned learning activities.
		HR Development for the planning, organisation, management and evaluation of courses and learning opportunities and overseeing the learning of staff in Eurojust and the training budget.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	Training applications forms and supporting documents are sent electronically to the email address hrd@eurojust.europa.eu where only staff from the HR unit involved in organising training activities have access. The training excel table is kept in the HR SharePoint site and is accessible only to HR staff with a valid need-to-know. Application Management following a request by the Data Controller manages accesses to SharePoint.
		Certificates of obtaining a 3rd language and any other training certificate upon the staff member's request are included in the personal files of staff members that are stored in locked cupboards accessible to HR staff with a valid need-to-know only. The Security Unit of Eurojust is responsible to grant access to the room and it will do so after a written and reasoned request from the data controller.
		EU Learn:
		The system is based on the Article 24a of the Staff Regulations, the Commission Learning and Development Strategy(C(2016) 3829) which was adopted in 24.6.2016. Eurojust has signed an amendment to the SLA with the Commission on 01/01/2019.
		Eurojust staff members have access to the system via their ECAS accounts. The Learning Management System (LMS) is hosted in the Commission's Data Centre managed by DG DIGIT. The data are stored in a database hosted by the Data Centre of the Commission. All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored on the servers of the European Commission, the operations of which abide by the European Commission's security decision of 16 August 2006 [C(2006) 3602] concerning the security of information systems used by the European Commission.
		The personal data in the LMS are imported from COMREF. Other data in the LMS come from CUD (database of user IDs, names and

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		organisations used by DG DIGIT which comprises personal profiles of Commission staff and Executive Agencies) and COMREF (common reference database of the HR data of EU institutions, agencies and bodies). The LMS also obtains the contact details of external trainers from COMREF.
		In addition, all users of the LMS are required to confirm having taken notice of the privacy statement before they can access the system for the first time. The privacy statement is also directly accessible from all pages of EU Learn and on the Learning and Development Website. All staff members have access to this system. HRD and trainers (where applicable) will be informed of the evaluations by participants in their courses, without the identities of the participants submitting evaluations being revealed to them.
		EU Learn Access rights:
		The LMS is password protected via the ECAS accounts. The LMS has restricted access rights designed for each type of information and is given individually to each profile depending on the role and the use of the system. The system ensures proper access mechanisms to only those authorised have an access to the information processed. In particular:
		(a) **Learner's profile:** All staff members have access to this profile. Enables data subjects to exercise their rights and ensure that the data in the system concerning him/her are correct and up to date. This would cover their registration, de-registration from training events, update their personal settings, view of their own personal dashboard and training history. They can access details of their learning history and planned trainings. Learners can see the first name and last name of participants who are enrolled in the same course as they are. The name of the learner will be visible to all other users when completing a rating of a learning event.
		(b) **HRD**: These are staff members responsible for planning and administering courses for the planning, organisation, management and evaluation of courses and learning opportunities. HRD staff have the general overview of the training centre, such as the catalogue structure, registration messages & notifications, certificates, registration forms, cancellation reasons, classifications, dashboard, reports etc. HRD staff have access to most personal data of the learners, including enrolment in past, current and future learning opportunities, attendance data and aggregated test results, as well as aggregated anonymous training evaluations.

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		(c) **System Administrator or Super User**: the system administrator can access all data and activities in the LMS. This role is not attributable to anyone in Eurojust. This role is exercised by staff members of the DG DIGIT and DG HR in the Commission
13.	**For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:**	Data subjects are informed via the data protection notice published in the Eurojust intranet.