



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
<p>Medical services for Temporary Agents (TA) Contract Agents (CA) and Seconded National Experts (SNE) namely pre-employment medical examination, annual medical examination, ad-hoc medical examination, sick leave authorisation, authorisation for part-time work on medical grounds, issuing of medical certificates, medical certificate verification, authorisation to spend sick leave abroad, authorisation for special leave for a medical consultation/examination abroad, authorisation for special leave for sickness of child/spouse/partner/relative in the ascending line.</p>		
1.	Last update of this record	13/01/2022
2.	Reference number	HRU-01 (March 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	hradmin@eurojust.europa.eu
7.	Purpose of the processing	Any personal data will be processed solely for supporting Eurojust's compliance with obligations under <i>Art 59 Staff Regulations, Commission decision C(2013) on leave applied by analogy (para II.a.4, II.a.5, II.a.6, II.a.7)</i> and <i>Eurojust decision 2017-27 on absences as a result of sickness or accident.</i>
8.	Description of categories of persons whose data are processed and list of data categories	Data subjects are Temporary Agents (TA) Contract Agents (CA) and Seconded National Experts (SNE). Data processed are:

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		<ul style="list-style-type: none"> • Identifying information for Eurojust staff and SNEs, directly uploaded by HR Admin in the database of the Eurojust medical service and accessible only to the personnel of the provider assigned to the Eurojust contract: surname, first name, date of birth, personnel number. • When making an appointment for a consultation, the following information is provided to the medical service by email to book the appointment: name and date of birth, to identify the staff; telephone number provided by the staff member as consultations take place by phone. • Recommendations from the Eurojust medical service (not containing medical data) sent by email by the Eurojust medical service to the staff member and to HR Admin. • Medical examination questionnaire containing general medical questions to enable the examining physician to assess the (prospective) staff member's fitness for employment in combination with the medical tests the (prospective) staff member will undertake. In addition the address and phone number of the staff member are requested in order to get in touch - if there is a need based on the results of the medical examination - and to eventually send the results of the medical tests by post to the (prospective) staff member's home address. • Fit for employment certificate containing the name of the staff member and the declaration that s/he is fit for employment. • Request for sick leave form. The form is sent by the staff member directly to the Eurojust medical service in case of sick leave of more than 3 days, sick leave of more than 12 days in the last 12 months, sick leave preceding or following annual leave or special leave with a total absence of more than 3 days and in case of sickness or accident during annual leave. The only recipient of this form is the Eurojust medical advisor or assistant assigned to Eurojust. A medical certificate should accompany the form so that the medical service is able to verify the absence. <p>The form contains the name of the staff member, the personnel number, the staff member's date of birth (to help the medical service identify the employee), the staff member's phone number in case the doctor wishes to call for clarification, the dates of the sickness and whether the</p>

sickness was during annual leave or not as different deadlines apply for submission. The form also contains the details of the treating physician in case the medical service wishes to call for clarifications and a free field where the staff member could write some comments to support his/her request and to assist the medical service in the assessment of the medical certificate provided. The files are sent in a secure manner by compiling in one folder and compressing the folder in .rar format with a password before sending by email. The password used is the personnel number of staff member. The medical service retrieves the personnel number from the Zorg van de Zaak database based on the name of the staff member.

- Request for spending sick leave abroad form. The form contains the name of the staff member, the personnel number, the staff member's date of birth (to help the medical service identify the employee) and the staff member's phone number in case the doctor wishes to call for clarification. The staff member applying to spend sick leave abroad is already on sick leave and therefore the form includes the dates of the already approved sick leave for the medical service to assess the request. The staff member should then specify the reasons for request and the dates s/he wishes to travel abroad. The form also contains the staff member's contact details during the period away from the place of employment. The form is sent directly to the medical service in the same secure manner as the sick leave form above.
- Request for special leave for medical examination/treatment abroad form. The form contains the name of the staff member, the personnel number, the staff member's date of birth (to help the medical service identify the employee) and the staff member's phone number in case they wish to call the staff member for clarification. The staff member should specify the type of medical examination s/he is planning to undergo, the date of the appointment and the reasons for asking for a medical examination or treatment abroad, the name of the physician and the address of the practice/hospital. The form is sent directly to the medical service in the same secure manner as the sick leave form above.
- Sickness absence questionnaire. The purpose of the questionnaire is for the medical service to provide Eurojust with statistics on the occurrence of work-related illnesses so that Eurojust can take preventive measures.

		<p>The staff member needs to specify whether the illness was work related and if so, is further invited to specify the reason. Submission of this questionnaire is voluntary. The form is sent directly to the medical service in the same secure manner as the sick leave form above.</p> <ul style="list-style-type: none">• Medical certificate for absence due to sickness/accident. The purpose of this form is to be presented to a doctor for signature. Experience has shown that particularly Dutch doctors can be more comfortable signing a statement without medical details in an already prepared form instead of making a new one. By signing the form the treating physician declares that s/he has examined the staff member and he finds him/her unfit to work. The period the staff member is deemed unfit to work is also mentioned. This is to allow the Eurojust medical service to verify the period of sickness. The treating physician however can still provide his/her own certificate if s/he so wishes. Therefore, this form is meant to facilitate the staff member in order to obtain a medical certificate.• Request for special leave for serious illness of child/spouse/relative in the ascending line form. The form is intended to accompany the medical certificate the staff member will send to justify the special leave requested. The form contains the name of the staff member, the staff member's date of birth (to help the medical service identify the employee), the type of leave requested, its duration and whether the request is an extension of an already approved request, the name of the sick person, his/her relationship to the staff member and the date of birth of the sick person (for the doctor to evaluate whether the presence of the staff member is required). It also includes a free comment field in case the staff member wishes to give further explanations to the medical service.• Certificate to justify special leave request for a sick child/spouse/partner/relative in the ascending line. The certificate is signed by a doctor/hospital confirming that the staff member had to accompany the sick child/spouse/partner/relative in the ascending line during their illness. This certificate does not contain any medical details, only the name and date of birth of the sick person, expected duration of the sickness and the name and personnel number of the staff member.
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Nr.	Item	Description
9.	Time limit for keeping the data	<p>All email communication with staff members regarding sick leave is kept in a dedicated folder in the HR Admin mailbox accessed only by members of the HR Admin team and is deleted on a yearly basis by HR Admin as soon as the leave for the previous year is adjusted (normally by end February).</p> <p>Fit for employment certificates are kept in the personal files for as long as the staff member is in active service and are destroyed after the staff member's departure.</p> <p>The Eurojust medical service in principle keeps medical data for 15 years from the date of formation as per article 7:454 of the WGBO (Wet Geneeskundige Behandelingsovereenkomst). The retention period is linked to a possible claim for invalidity from a staff member after leaving service. Longer retention periods could apply in case there are indications for ionization, biological agents or carcinogenic substances at the place of employment. Data deletion is automatic. However, Eurojust employees can request their data to be deleted upon exit from Eurojust before the period of 15 years lapses. Employees are informed of this option as a standard practice during their exit process.</p>

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10.	Recipients of the data	HR Admin, Head of HR, Eurojust medical service. Managers receive the medical service's recommendation (not containing medical information) in case of prolonged absences or medical part-time so that they can make deputising arrangements.
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.	<p>All email communication with staff regarding sick leave and special leave is kept in a separate outlook folder only accessible by HR Admin staff members in line with point 9 above.</p> <p>Fit for employment certificates are kept in the staff member's personal files that are in locked cabinets in an access controlled office or in e-Files if the staff member has a digitalised file, kept in secure manner in DMS with access rights limited to the members of HR Admin Please refer to the policy on personal files for details.</p> <p>A dedicated mailbox at Zorg van de Zaak has been created for all communication with the Eurojust medical service. Only the medical advisor and assistant dedicated to Eurojust (and their replacement in case of absence) have access to the mailbox. All medical certificates and related forms are forwarded directly to this mailbox using the password protected .rar process described above and stored in the electronic secure system accessible only by the Eurojust advisor and assistant performing the medical examinations.</p>

13 For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice.

A [Data Protection notice](#) is published in the Eurojust intranet and public website.