

1. TITLE	<b>PROCESSING OF PERSONAL DATA IN THE FRAMEWORK OF FINANCIAL TRANSACTIONS</b>
2. REF NUMBER	<b>DPR-29</b>

**PART I (PUBLIC)**

<b>CONTROLLER/S OF THE DATA PROCESSING OPERATION</b>	
3. CONTROLLER	<b>NIALL MCHALE – HEAD OF UNIT 1</b> EUROPEAN AGENCY FOR FISHERIES CONTROL (EFCA) AVDA. GARCÍA BARBÓN, 4, E-36201 VIGO
ORGANISATIONAL UNIT	Unit 1 Resources and IT Finance and Procurement
CONTACT PERSON/S	Donianzu MURGIONDO +34 986 12 06 22 donianzu.murgiondo@efca.europa.eu finance@efca.europa.eu
4. DATA PROTECTION OFFICER (DPO)	EFCA-DPO@efca.europa.eu

WHERE APPLICABLE:

5. JOINT CONTROLLER	DG BUDGET (ABAC Service Level Agreement) DG DIGIT (e-Prior Service Level Agreement)
6. PROCESSOR/S	N/A
EXTERNAL CONTACT/S	

7. PURPOSE/S	<b>Creation of BAF/LEF, payment of invoices, cost claims, reimbursement of experts, candidates and other invited guests, salary and allowances payments to EFCA staff and Seconded National Experts (SNEs) and interagency regularisations.</b>
DESCRIPTION	1. BAF and/or LEF creation: • For SNEs, staff and candidates of recruitment procedures, the information and supporting documentation is gathered by HR and provided by e-mail to the Finance Section using the functional mailbox. The new BAF/LEF (or amendment, if applicable) is created in the financial system ABAC by the Financial Initiating Agent (FIA). A temporary BAF/LEF number is generated until the request is validated by DG Budget. When the permanent BAF/LEF number is assigned, Finance informs HR by e-mail, so that the references can be provided to PMO.

<sup>1</sup> 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

	<p>• For MS or private experts, BAF/LEF requests are received in the operational units where the experts provide the necessary information to the contact person responsible for that meeting or event, who will forward the documentation by e-mail to Finance to create BAF/LEF accordingly.</p> <p>2. Salaries and allowances payments: every month HR sends the payroll changes to PMO and they calculate monthly salaries and allowances. After calculation is received, HR checks if the notified changes have been applied and confirm during the monthly meeting with the Head of Unit Resources and IT that Finance can proceed to salary and allowance payment. Finance prepares the Salary Control excel table for the Accountant and creates the Payment Request in ABAC for monthly salary payment and one for Third Parties.</p> <p>3. Interagency regularisations: these occur when there a balance to be cleared between two EU institutions or bodies due to staff mobility. In the case EFCA has to recover funds, HR informs the Accountant about the "balance differences" received from PMO and, after confirmation of the amounts, Finance prepares a recovery order to be sent to the other institution.</p> <p>4. Invoices and cost claims: the majority of the invoices are received through e-PRIOR e-Invoicing platform, and a smaller amount is received on paper. Invoices related to individuals are mainly payments for consultancy services. Other payments are cost claims in the form of reimbursement request. Data entry of both invoices and cost claims are done by data entry agents following the EFCA's expert reimbursement rules.</p>		
8. CATEGORIES OF DATA SUBJECTS	<input checked="" type="checkbox"/>	EFCA STAFF (TA, CA, SNE)	
	<input checked="" type="checkbox"/>	EFCA EXTERNAL STAFF, TRAINEES	
	<input checked="" type="checkbox"/>	OTHER	
		<ul style="list-style-type: none"> <li>• MS administrations experts / SNEs</li> <li>• Candidates of recruitment procedures and other invited guests</li> </ul>	
8BIS. CATEGORIES OF PERSONAL DATA	<input checked="" type="checkbox"/>	NAME AND SURNAME	
	<input checked="" type="checkbox"/>	CONTACT DETAILS	
		EDUCATION, TRAINING, EMPLOYMENT	
	<input checked="" type="checkbox"/>	FAMILY, LIFESTYLE, SOCIAL CIRCUMSTANCES	
	<input checked="" type="checkbox"/>	FINANCIAL DETAILS	
		OTHER	
	Personal address, marital status, family dependants, nationality		
9. TIME LIMIT	At least five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate.		
10. RECIPIENTS	<input checked="" type="checkbox"/>	DESIGNATED EFCA STAFF	
	<input checked="" type="checkbox"/>	CONTRACTORS	
	<input checked="" type="checkbox"/>	EU INSTITUTIONS AND BODIES	
	<input checked="" type="checkbox"/>	MEMBER STATES AUTHORITIES	
		OTHER	
	European Commission and other EU Agencies, banks for the processing of the payments		
11. ARE THERE ANY <b>TRANSFERS</b> OF PERSONAL DATA OUTSIDE THE EU/EEA?			
<b>YES</b>	<b>NO</b>		
	<input checked="" type="checkbox"/>	TO THIRD COUNTRY RECIPIENTS	N/A
	<input checked="" type="checkbox"/>	TO INTERNATIONAL ORGANISATIONS	N/A
	<input checked="" type="checkbox"/>	PUBLISHED ON THE INTERNET	N/A
<u>IF YES</u> , ON WHAT GROUNDS?			
N/A			
12. GENERAL DESCRIPTION OF SAFEGUARDS TAKEN			
A number of technical and organisational measures have been put in place by the Agency. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.			
13. SPECIFIC PRIVACY STATEMENT (WHERE APPLICABLE)			
N/A			