



RECORD OF DATA PROCESSING

Record of EFCA activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 ¹

1. TITLE	PROCEDURES RELATED TO EFCA'S ANTI-HARASSMENT POLICY
2. REF NUMBER	DPR-45

PART I (PUBLIC)

CONTROLLER/S OF THE DATA PROCESSING OPERATION	
3. CONTROLLER	HEAD OF UNIT RESOURCES AND IT EUROPEAN FISHERIES CONTROL AGENCY (EFCA) AVDA. GARCÍA BARBÓN, 4, E-36201 VIGO
ORGANISATIONAL UNIT	Unit Resources and IT Sector HR & Legal
CONTACT PERSON/S	EFCA HR EFCAHR at efca.europa.eu - FUNCTIONAL MAILBOX
4. DATA PROTECTION OFFICER (DPO)	Stefano DONADELLO +34 986 12 06 24 EFCA-DPO at efca.europa.eu

WHERE APPLICABLE:

5. JOINT CONTROLLER	N/A
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WHERE APPLICABLE:

6. PROCESSOR	N/A
EXTERNAL CONTACT	N/A

7. PURPOSE/S	To implement EFCA's policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment and to appoint confidential counsellors as main actors in the informal procedure as foreseen in the policy.
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¹ 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

8. CATEGORIES OF DATA SUBJECTS	<input checked="" type="checkbox"/>	EFCA STAFF (TA, CA, SNE)	
	<input checked="" type="checkbox"/>	EXTERNAL SERVICE PROVIDERS, INTERIMS, TRAINEES	
		SEE BELOW :	
	Further details:		
	- For the selection of confidential counsellors: EFCA staff (Temporary and Contract agents).		
	- For the informal procedure: Each and every person working at EFCA, regardless of grade or contract of employment (this includes the trainees and all those working under a contract under national law).		
	<input checked="" type="checkbox"/>	NAME AND SURNAME	
	<input checked="" type="checkbox"/>	CONTACT DETAILS	
	<input checked="" type="checkbox"/>	EDUCATION, TRAINING, EMPLOYMENT	
	<input checked="" type="checkbox"/>	FAMILY, LIFESTYLE, SOCIAL CIRCUMSTANCES	
8BIS. CATEGORIES OF PERSONAL DATA		FINANCIAL DETAILS	
	<input checked="" type="checkbox"/>	OTHER. PLEASE SPECIFY:	
	Further details:		
	- For the selection of confidential counsellors:		
	Name, gender, grade, job title, nationality, e-mail address, unit, work phone number.		
	- For the informal procedure:		
	Data identifying the alleged victim and his or her contact, the alleged harasser and possible witnesses: family name, name, date of birth, gender, nationality, private address, e-mail address, unit, phone numbers;		
	Description of the problem/conflict/situation;		
	The kind of intervention/action foreseen/taken;		
	History of potential transfers;		
Declarations from witnesses, any kind of paper documentation available to support the facts.			
Due to the nature of this procedure, the processing of data concerning health or sex life cannot be excluded, although it is subject to the application of one of the exceptions set out in Article 10(2) of Regulation 2018/1725, as the data processed is used to deal with cases of harassment (among them sexual and moral harassment).			
9. TIME LIMIT	- For the selection of confidential counsellors:		
	1 year after fulfilling their obligation as a Confidential Counsellor. For unsuccessful applicants, documentation will be held for six months after the selection process.		
	- For the informal procedure:		
5 years starting at the date of closure of the Informal procedure. The documents are stored for a further 5 years when a judicial or administrative procedure requiring that this documentation be consulted is still ongoing when the first term expires (e.g. request for compensation, and action before the General Court or national judicial authorities).			
In the case that the alleged harasser has finally not been informed of the existence of an informal procedure, no data relating to that person may be kept in the archives of the HR and Legal Sector or by the confidential counsellor when the case is closed. The data will be deleted within a maximum of three months after a case has been closed.			
The confidential counsellor shall not keep any personal data beyond the time limit necessary for him/her to accomplish his/her task.			
10. RECIPIENTS	<input checked="" type="checkbox"/>	DESIGNATED EFCA STAFF	
		CONTRACTORS	
	<input checked="" type="checkbox"/>	EU INSTITUTIONS AND BODIES	
	<input checked="" type="checkbox"/>	MEMBER STATES AUTHORITIES	
	<input checked="" type="checkbox"/>	OTHER. PLEASE SPECIFY:	
	Further details:		
- Executive Director			
- Staff of Resources and IT Unit processing the relevant files;			
For the selection of confidential counsellor, also Members of the Selection Panel			
For the informal procedure, also Confidential Counsellors, judicial national authorities			
11. ARE THERE ANY TRANSFERS OF PERSONAL DATA <u>OUTSIDE THE EU/EEA</u> ?			
YES	NO		
	<input checked="" type="checkbox"/>	TO THIRD COUNTRY RECIPIENTS	N/A
	<input checked="" type="checkbox"/>	TO INTERNATIONAL ORGANISATIONS	N/A

	X	PUBLISHED ON THE INTERNET	N/A
<u>IF YES, ON WHAT GROUNDS?</u> 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)			
Available at the EFCA Website: EFCA Records Register EFCA (europa.eu)			