



RECORD OF DATA PROCESSING

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

1. TITLE Covid-19 pandemic crisis. Handling of positive cases.
 2. REF NUMBER **DPR-64**

PART I (PUBLIC)

CONTROLLER/S OF THE DATA PROCESSING OPERATION	
3. CONTROLLER	HEAD OF UNIT 1 EUROPEAN AGENCY FISHERIES CONTROL (EFCA) AVDA. GARCÍA BARBÓN, 4, E-36201 VIGO niall.mchale at efca.europa.eu
ORGANISATIONAL UNIT	Unit 1 Resources and IT Human Resources
CONTACT PERSON/S	Wilhelm SCHERZER +34 986 12 06 20 EFCADR at efca.europa.eu
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 do the necessary follow up and implement the mitigation measures to protect EFCA staff during the COVID-19 pandemic crisis. The collected information will enable the Agency to implement procedures and policies to reduce the risk of infection in its premises, to protect the health of its staff.
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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"/>	EFCA EXTERNAL STAFF, TRAINEES	
	<input checked="" type="checkbox"/>	OTHER. PLEASE SPECIFY: Visitors	
	<i>Further details:</i> Persons affected by the COVID-19 virus who have accessed the EFCA premises and potentially had physical contact with any staff member.		
8BIS. CATEGORIES OF PERSONAL DATA	<input checked="" type="checkbox"/>	NAME AND SURNAME	
	<input checked="" type="checkbox"/>	CONTACT DETAILS	
		EDUCATION, TRAINING, EMPLOYMENT	
		FAMILY, LIFESTYLE, SOCIAL CIRCUMSTANCES	
		FINANCIAL DETAILS	
		OTHER. PLEASE SPECIFY:	
	<i>Further details:</i> - first name - last name - Sector and Unit - medical status (COVID-19 symptoms; info on COVID-19 symptoms of household members—no names) - result of the test (when the need for testing has been confirmed) - time of onset of COVID-19 symptoms - list of close contacts with the staff member concerned over a period to be determined on a case-by-case basis after appearance of the first symptoms		
9. TIME LIMIT	- Data are only kept for the time necessary to fulfil the purpose of collection or further processing. - For statistical purposes, data -no names- may be kept up to 3 years.		
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	
		OTHER. PLEASE SPECIFY:	
<i>Further details:</i> - Designated staff of Resources and IT Unit. - EFCA Executive Director - Heads of Unit. - Authorised staff according to the “need to know” principle.			
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
	<input checked="" type="checkbox"/>	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)			
Publicly available at the Intranet on the Human Resources section.			