



**European Labour Authority**

DATA PROTECTION OFFICER

**RECORD OF PROCESSING OPERATIONS ON PERSONAL DATA**

DPR-ELA-2023-0013 Speedwell

**1 PART 1: PUBLIC - RECORD (ARTICLE 31<sup>1</sup>)**

**1.1 GENERAL INFORMATION**

<b>Record reference</b>	DPR-ELA-2023-0013
<b>Title of the processing operation</b>	Speedwell
<b>Controller entity</b>	European Labour Authority, Resources Unit, Finance & Procurement Sector ( ELA Finance Sector)
<b>Joint controllers</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES, fill in details below
<b>Names and contact details of respective joint controllers</b>	European Commission
<b>Description of the main responsibilities of each of the controllers, and the essence of the Joint controllership arrangements.</b>	For the registration in ABAC of the LEF and BAF: They are described in a specific joint controllership agreement - It is an annex to the SLAs signed with the European Commission.
<b>Processor(s)</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES, fill in details below
<b>Internal organisation(s)/entity(ies)</b>	<input type="checkbox"/> N/A <input type="checkbox"/> YES
<b>External organisation(s)/entity(ies) Names and contact details</b>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES Microsoft Ireland South County Business Park, One Microsoft Place, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland.
<b>Data Protection Officer Name and contact details</b>	Laura NUNEZ BAREZ European Labour Authority Landererova 12, 811 09 Bratislava I Slovakia Email: data-protection@ela.europa.eu
<b>Corporate Record</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Language of the record</b>	English

---

<sup>1</sup> Pursuant to **article 31** of the new data protection regulation for EU institutions and bodies (**Regulation (EU) 2018/1725**) each controller and processor have to maintain a **record of processing activities** under its responsibility that contains at least the information listed under that article.

## 1.2 PURPOSE AND DESCRIPTION OF THE PROCESSING

### 1.2.1 Purpose

Speedwell is an IT tool used by the European Labour Authority (ELA) to ensure the workflow advancement of financial transactions relating to the administrative/operating budget and replace paper files. As such, Speedwell is currently being used by ELA to proceed with:

- all invoice and payment transactions,
- all budgetary commitment transactions, and
- all de-commitment transactions.

The ELA also uses ABAC, a transversal, transactional information system allowing for the execution and monitoring of all budgetary and accounting operations by the European Commission, European Agencies or other European Institutions.

The system has been developed by the European Commission and includes a comprehensive set of features to ensure compliance with the Financial Regulation and the Rules of Application. This process is covered by Record 'DPR-ELA-2024- 0013 ELA ABAC processing operations'.

### 1.2.2 Processing for further purposes

- Archiving in the public interest
- Scientific or historical research purposes
- Statistical purposes

Safeguards in place to ensure data minimisation

- Pseudonymisation
- Any other, specify

### 1.2.3 Modes of processing

1.  Automated processing (Article 24)
  - a.  Computer/machine
    - i.  automated individual decision-making , including profiling
    - ii.  Online form/feedback
    - iii.  Any other, specify
2.  Manual processing
  - a.  Word documents
  - b.  Excel sheet
3.  Any other mode, specify

#### Description

Speedwell is a specific tool developed by the European Research Council Executive Agency (ERCEA).

### 1.2.4 Storage medium

1.  Paper
2.  Electronic
  - a.  Digital (MS documents (Word, excel, Powerpoint), Adobe pdf, Audiovisual/multimedia assets, Image files (.JPEG, .PNG, etc.))
  - b.  Databases
  - c.  Servers
  - d.  Cloud
3.  External contractor premises
4.  Others, specify

### 1.2.5 Comments on the processing of the data

The application can be seen as an extension of ABAC (process covered by Record 'DPR-EC-00301: Registration of Legal Entity and Bank Account records in the central EC Accounting System' by the European Commission (available [here](#)).

Speedwell allows the electronic circulation of invoices between all actors involved in a payment and commitment process.

Legal entities are created in ABAC on the basis of a request introduced by ELA financial actors making use of ABAC, and accompanied by relevant supporting documents provided by the third party.

For natural persons, these supporting documents typically are copies of ID cards or passports and a "Legal Entity Identification Form" completed and signed by the third party.

Similarly, the ELA is collecting Bank Account related data in order to execute payment towards the Legal entities registered in ABAC. These bank references can belong to natural persons. In this case, supporting documents typically are bank statements and a "Financial Identification Form" completed and signed by the third party.

## 1.3 DATA SUBJECTS AND DATA CATEGORIES

### 1.3.1 Data subjects' categories

1. Internal to organisation	<input checked="" type="checkbox"/> Yes ELA Staff acting as Data subjects
2. External to organisation	<input checked="" type="checkbox"/> Yes External contractors Experts External service providers

### 1.3.2 Data categories/fields

Indicate the categories of data that will be processed:

- Name (first name, family name, previous family name);
- Gender, nationality, title, function;
- Contact information (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address);
- Bank account reference (IBAN and BIC codes);
- VAT number, national insurance number;
- ID card/Passport number and personal number;
- Place and date of birth;
- Other personal data contained in CVs (expertise, technical skills and languages professional experience including details on current and past employment).
- Budget line
- Salary slip
- Legal Entity Form (LEF) and Bank Account Form (BAF)
- Relevant workflow for each reimbursement, payment, commitment or decommitment)

In limited transactions, the **health related data of children** of staff can be processed.

All data are kept centrally by the European Commission. The data is covered by the following records:  
[DPR-EC-00301: Registration of Legal Entity and Bank Account records in the central EC Accounting System](#)  
[DPR-EC-04410: Entry of a Data Subject in the Early Detection and Exclusion System \(EDES-DB\)](#)

The system administrator is ERCEA, but they have access to administrator roles but do not have access to the ELA's specific database.

**1.3.2.1 Special categories of personal data**

**Indicate if the processing operation concerns any 'special categories of data' which fall(s) under Article 10(1), which shall be prohibited unless any of the reasons under article 10(2) applies:**

**Yes , the processing concerns the following special category(ies):**

Data revealing

- racial or ethnic origin,
- political opinions,
- religious or philosophical beliefs,
- trade union membership,

Or/and,

- Genetic data, biometric data for the purpose of uniquely identifying a natural person,
- Data concerning health,
- Data concerning a natural person's sex life or sexual orientation.

**N/A**

In limited transactions, the health-related data of children of staff can be processed. They will be marked as confidential.

Salary slips are also treated as confidential, therefore limited access is granted for specific staff on a need to know basis.

**If applicable, indicate the reasons under article 10(2) allowing the processing of the special categories of data:**

- (a)  The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, [...].
- (b)  Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security[...].
- (c)  Processing is necessary to protect the vital interests of the data subject or of another person where the data subject is physically or legally incapable of giving consent.
- (d)  Processing is carried out in the course of its legitimate activities with appropriate safeguards by a non-profit-seeking body which constitutes an entity integrated in a Union institution or body and with a political, philosophical, religious or trade-union aim [...].
- (e)  Processing relates to personal data which are manifestly made public by the data subject.
- (f)  Processing is necessary for the establishment, exercise or defense of legal claims or whenever the Court of Justice of the European Union is acting in its judicial capacity.
- (g)  Processing is necessary for reasons of substantial public interest, [...]
- (h)  Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services [...].
- (i)  Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices [...].
- (j)  Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes [...].

**1.3.2.2 Data related to 'criminal convictions and offences'**

<b>The data being processed contain sensitive data which fall(s) under Article 11 'criminal convictions and offences'</b>	<b>N/A</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/>
---	---

**1.4 RETENTION PERIOD**

Indicate the administrative time limit(s) for keeping the personal data per data category, and if known, specify the start/end date, or describe the specific start/end moment of each time limit:

Data category	Retention period
All data categories	<p>Files relating to financial transactions are to be retained in the archives for a period of <b>5 years following the discharge of the financial exercise.</b></p> <p>The discharge of the financial exercise generally takes place 2 years after the financial year (<i>personal data is thus retained as a rule for a total of 7 years</i>);</p> <p>→ Until the end of a possible audit if it started before the end of the above-mentioned period.</p>

**Description**

According to the ELA filing plan and specific retention list, Title 5.3 Budget implementation and accounting, 5 years is the maximum retention period. In particular:

- ELA.5.3.1 Budget reporting: Files including reports on budget implementation: 5 years
- 5.3.3 Management of accounts: Files covering the management of general accounts, bank accounts and payments, annual accounts, imprest accounts, debts, cash management and the validation of accounting systems: 5 years
- ELA.5.4 Budget discharge Files related to the discharge given by the European Parliament: 5 years
- ELA.5.5 Financial circuit Files related to the setting up and implementation of the financial circuit: appointment of authorising officers by delegation, financial initiators, verifiers, evaluation of financial circuits, etc.: 5 years.

**1.5 RECIPIENTS**

Origin of the recipients of the data	
1. <input checked="" type="checkbox"/> Within the EU organization	<p>ELA Finance Sector for treatment of the financial file;</p> <p>The Operational Agent (Operational Initiation Agent (OIA) and Operational Validator Agent (OVA) for treatment of the financial file;</p> <p>Executive Director/Heads of Units/Sectors concerned by the financial procedure</p>
2. <input checked="" type="checkbox"/> Outside the EU organization	<p>The European Commission's ABAC system's operators and internal auditors;</p> <p>The ERCEA's Speedwell system operators and internal auditors;</p> <p>Other institutions delegates (Court of Auditors) for control of the financial file</p>

<b>Categories of the data recipients</b>	
1. <input checked="" type="checkbox"/> A natural or legal person 2. <input type="checkbox"/> Public authority 3. <input type="checkbox"/> Agency 4. <input type="checkbox"/> Any other third party, specify	
Specify who has access to which parts of the data:	

**Description**

ELA staff on a need to know basis will be granted access to the tool. They have to followed a specific training on the tool and also if they are appointed as financial agent. They will just have access to the reimbursement related to their functions/groups/Sector/Unit.

ELA staff from the Finance Sector will all, in principle, have access to all data categories, with the exception of confidential operations.

**1.6 INTERNATIONAL DATA TRANSFERS**

<b>Transfer to third countries or international organisations of personal data</b>
<b>1. Transfer outside of the EU or EEA</b> <input checked="" type="checkbox"/> N/A, transfers do not occur and are not planned to occur <input type="checkbox"/> YES,
<b>2. Transfer to international organisation(s)</b> <input checked="" type="checkbox"/> N/A, transfers do not occur and are not planned to occur <input type="checkbox"/> Yes, specify further details about the transfer below

**1.7 INFORMATION TO DATA SUBJECTS ON THEIR RIGHTS**

<b>Rights of the data subjects</b>
<i>Article 17 – Right of access by the data subject</i> <i>Article 18 – Right to rectification</i> <i>Article 19 – Right to erasure (right to be forgotten)</i> <i>Article 20 – Right to restriction of processing</i> <i>Article 21 – Notification obligation regarding rectification or erasure of personal data or restriction of processing</i> <i>Article 22 – Right to data portability</i> <i>Article 23 – Right to object</i> <i>Article 24 – Rights related to Automated individual decision-making, including profiling</i>

**1.7.1 Privacy statement**

The data subjects are informed about their rights and how to exercise them in the form of the a privacy statement attached to this record.

### Publication of the privacy statement

Published on website

Web location:

- ELA internal website  (URL: SharePoint on Personal Data Protection )
- External website  (URL: <https://www.ela.europa.eu/en/privacy-policy> )

Other form of publication, specify

Register of the European Labour Authority

Guidance for Data subjects which explains how and where to consult the privacy statement is available and will be provided at the beginning of the processing operation.

Guidance on data subjects' rights available on ELA main website, [here](#).

### 1.8 SECURITY MEASURES

Short summary of overall Technical and Organizational Measures implemented to ensure Information Security:

#### Description:

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Labour Authority or of its contractors.

The European Labour Authority's contractors are bound by a specific contractual clause for any processing operations of personal data on behalf of the European Labour Authority, and by the confidentiality obligations deriving from the General Data Protection Regulation.

In order to protect personal data, the European Labour Authority has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. 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.