



RECORD OF A PERSONAL DATA PROCESSING ACTIVITY

according to Article 31 of [Regulation \(EU\) 2018/1725](#)

Title
BIKE - Business Intelligence and Knowledge Exploitation

1) Controller(s) ¹ of data processing activity (Article 31.1(a))
<p>EFSA unit in charge of the processing activity: GPS - Global Performance Services</p> <p>EFSA Data Protection Officer (DPO): DataProtectionOfficer@efsa.europa.eu</p> <p>Is EFSA a co-controller? No</p> <p><i>If yes</i>, indicate who is EFSA's co-controller:</p>

2) Who is actually conducting the processing? (Article 31.1(a))
<p>The data is processed by EFSA itself <input checked="" type="checkbox"/></p> <p><i>Indicate the EFSA units or teams involved in the data processing:</i></p> <p>GPS (global performance services), TS (transformation services), HuCap (human capital), Finance, CORSER (corporate services) Units ; BuS (business services) Department All EFSA Units & Teams processing personal data in the context of BIKE do so on a strict need-to-know basis and according to the data minimisation principle.</p> <p>The processing operation is conducted together with an external party <input type="checkbox"/></p> <p><i>Please provide below details on the external involvement:</i></p>

3) Purpose of the processing (Article 31.1(b))
<p>The BIKE project (Business Intelligence and Knowledge Exploitation) provides a Business Intelligence system which, in terms of processes, tools and competencies enables to generate high-quality corporate reports efficiently and timely, to support EFSA Management in fact-based decision making and to support EFSA in preparing future activities and challenges along annual planning and reporting cycles.</p>

4) Legal basis and lawfulness of the processing (Article 5(a)-(d)):
<i>Processing necessary for:</i>
<p>(a) a task carried out in the public interest or in the exercise of official authority vested in EFSA <input checked="" type="checkbox"/></p>

¹ The controller decides on the purposes and means of the data processing. In case of joint controllership (e.g. systems of the European Commission applied by EFSA or jointly with another agency), EFSA is a co-controller.

- (b) compliance with a legal obligation to which EFSA is subject
- (c) performance of a contract with the data subject or to prepare such contract
- (d) The data subject has given consent (ex ante, explicit, informed)

Further details on the legal basis:

5) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are processed?

- EFSA statutory staff
- Other individuals working for EFSA (consultants, trainees, interims, experts)
- Stakeholders of EFSA, including Member State representatives
- Contractors of EFSA providing goods and services
- The general public, including visitors, correspondents, enquirers
- Relatives of the data subject
- Other categories of data subjects (please detail below)

Further details concerning the data subjects whose data are processed:

6) Type of personal data processed (Article 31.1(c))

a) General personal data

The personal data concerns:

- Name, contact details and affiliation
- Details on education, expertise, profession of the person
- Curriculum vitae
- Financial details
- Family, lifestyle and social circumstances
- Goods and services the person provides
- Other personal data (please detail):

b) Sensitive personal data (Article 10)

The personal data reveals:

- Racial or ethnic origin of the person
- Political opinions or trade union membership
- Religious or philosophical beliefs
- Health data or genetic or biometric data
- Information regarding the person's sex life or sexual orientation

Further details concerning the personal data processed:

Personal data processed in the context of BIKE concerns information related to staff classification, staff planned working time and staff's actual working time as reported in SCIFORMA/SYSPER.

7) Recipients of the data (Article 31.1(d))

- Line managers of the data subject
 - Designated EFSA staff members
 - Other recipients (*please specify*):
- see above point 2

8) Transfers to recipients outside the EEA (Article 31.1 (e))

Data are transferred to third country recipients:

Yes No

If yes, specify to which third country:

If yes, specify under which safeguards:

- Adequacy Decision of the European Commission
- Standard Contractual Clauses
- Binding Corporate Rules

Memorandum of Understanding between public authorities

9) Technical and organisational security measures (Article 31.1(g))

How is the data stored?

On EFSA's Document Management System (DMS)

On a shared EFSA network drive or in an Outlook folder

In a paper file

Using a cloud computing solution (please detail the service provider and main characteristics of the cloud solution, e.g. public, private)

On servers of an external service provider

On servers of the European Commission or of another EU Institution

In another way (*please specify*):

Please provide some general information on the security measures applied:

Information on the characteristics of the Oracle Enterprise Planning and Budgeting Cloud Service (EPBCS) applied in support of BIKE as well as contractual safeguards is contained in the Data Protection Impact Assessment (DPIA). The information security characteristics and measures are detailed in the Security Plan.

10) Retention period (Article 4.1 (e))

The information is kept as long as necessary for the annual planning and reporting cycles of EFSA as an EU agency and related audit and control duties it is subject to.

11) Consultation with the Information Security Officer

Was the ISO consulted on the processing operation ?

Yes No

If yes, please provide some details on the consultation with the ISO:

An information security plan for the BIKE project is available.

12) Information given to data subjects (Articles 15 and 16)

Has information been provided to data subjects on the way their data is processed including how they can exercise their rights (access, rectification, objection, data portability)? Usually this information is provided in a Privacy Statement, specifying the controller's contact details. As possible, please provide a link to the relevant Privacy Statement or a description.

Information on data privacy for the BIKE project (information security plan & privacy note) is available

Last update of this record: 27/02/2020

Reference: DPO/GOV/9