



17 December 2020  
EMA/641437/2020

## Record of data processing activity for the publication of post-employment decisions regarding senior staff (Article 16 of Staff Regulations) (public)

1.	Last update of this record, version number	17 December 2020, version 1
2.	Reference number	S10
3.	Name and contact details of controller	European Medicines Agency Internally: Head of Stakeholders and Communication Division <a href="mailto:S-DataController@ema.europa.eu">S-DataController@ema.europa.eu</a>
4.	Name and contact details of Data Protection Officer	Stefano Marino <a href="mailto:dataprotection@ema.europa.eu">dataprotection@ema.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	N/A
7.	Purpose of the processing	<p>The purpose of this data processing activity is the publication of post-employment decisions regarding the European Medicines Agency's (EMA's) senior staff on EMA's corporate website.</p> <p>In accordance with Article 16 of the Staff Regulations, EMA staff members are required to seek permission to engage in an occupation within a period of two years of leaving the Agency. Applications are reviewed to establish any potential competing interests. If so required, based on an opinion of the Agency's Joint Committee, the Executive Director issues a decision that</p>



		<p>may impose restrictions on the former staff member, to mitigate any potential competing interests.</p> <p>EMA publishes all decisions regarding its former senior staff on its corporate website. This follows the mandatory requirement of Article 16(3)-(4) of the Staff Regulations.</p>
8.	Description of categories of persons whose data EMA processes and list of data categories	<p>Former EMA senior staff. For the purposes of this activity, the definition of senior staff is the Executive Director, the Deputy Executive Director, Advisers<sup>1</sup>, Heads of Division, Heads of Task Force and the Head of Legal Department.</p> <p>Data published on EMA's corporate website on decisions concerning former senior staff include the following:</p> <ul style="list-style-type: none"> <li>• Name of former senior staff member concerned</li> <li>• Date of departure</li> <li>• Type of post held at the Agency</li> <li>• A brief description of the duties carried out during the last three years of service</li> <li>• Name of the intended future employer and job title, or a brief description of intended self-employment activities</li> <li>• Date of decision of the Executive Director</li> <li>• Restrictions applied</li> </ul>
9.	Time limit for keeping the data	<p>EMA keeps personal data regarding post-employment decisions on EMA senior staff as part of their personal file. Personal file retention period applies (personal files are kept for up to 8 years after the extinction of all rights of the person concerned and of any dependants, but until at least 120 years after the date of birth of the data subject). It deletes these data from the corporate website two years after the staff member has left the Agency.</p>
10.	Recipients of the data	<p>The data collected are processed internally by staff within the EMA organisational entity responsible for the processing of the application (including members of the Joint Committee) and the organisational entity responsible for the publication of the information on EMA corporate website.</p> <p>Any member of the general public can have access to the data after their publication on the website.</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to	<p>Citizens of third countries can access the data published on EMA's corporate website.</p>

<sup>1</sup> Minutes of the 100th MB meeting: [https://www.ema.europa.eu/en/documents/minutes/minutes-100th-meeting-management-board-6-7-june-2018\\_en.pdf](https://www.ema.europa.eu/en/documents/minutes/minutes-100th-meeting-management-board-6-7-june-2018_en.pdf). Decision of the European Medicines Agency concerning the function of advisor or equivalent (Management Board Decision - EMA/MB/296715/2018)

	which ones and with which safeguards?	
12.	General description of security measures, where possible	<p>The Agency has appropriate technical and organisational measures in place to safeguard the security of personal data and ensure the confidentiality, integrity and availability of the relevant systems, services and the personal data processed within them. All data is stored within secure systems of EMA with password protection.</p> <p>Personal data published on the website are a selection of the data included in the applications from staff members, to the extent that such published data serve the purpose of complying with Article 16 of the Staff Regulation.</p>
13.	Sources of more information, including how to exercise your rights to access, rectification, object and data portability (where applicable)	<p>Details concerning the processing of personal data are available on the Agency's corporate website: <a href="https://www.ema.europa.eu/en/documents/other/european-medicines-agency-privacy-statement-publication-post-employment-decisions-regarding-senior_en.pdf">https://www.ema.europa.eu/en/documents/other/european-medicines-agency-privacy-statement-publication-post-employment-decisions-regarding-senior_en.pdf</a>. Here you can find EMA's general privacy statement as well as privacy statements on specific data-processing operations.</p>