

Register of personal data processing operations
Data Protection Officer: EC-GH-EDCTP3-DATA-PROTECTION@ec.europa.eu

Reference number	Name of processing operation	General description	Purpose of the processing	Controller	Joint Controllers / Processors	Categories of Data Subjects	Holders of access rights	Processed data and legal basis	Specific legal basis	Restriction(s)	Recipients of the data	Duration of data retention	Security of the data	Privacy Policy to be published
DPO-01 Human resources														
DPO-01-01	Selection and recruitment of temporary agents (TA), contract agents (CA) and trainees (recruited candidates)	This processing operation consists of collecting applications of candidates, screening tables, pre-selection reports, selection reports, written tests, interview questions, offers for posts, short lists, reserve lists, etc.	Data are processed for the purpose of organising the selection and recruitment procedures for TA, CA and trainees.	Global Health EDCTP3 JU	Processor: European Commission, in particular the DG Human Resources and Security Separate Controller: Office for Administration and Payment of Individual Entitlements (PIMD).	Candidates for TA, CA and trainee positions sending their application following publication of Global Health EDCTP3 JU vacancy notice.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Human Resources Officer; Global Health EDCTP3 JU staff members appointed in the selection committee.	Personal data: - Profession: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Education: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal details: Public Interest Article 5.1 (a) of Regulation 2018/1725; Special categories of personal data: Juridic data: Article 11 of Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law), Public Interest Article 5.1 (a) of Regulation 2018/1725; - Health data: Article 11 of Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law), Public Interest Article 5.1 (a) of Regulation 2018/1725.	1) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 37, 38 and 43; 2) EU Staff Regulation, in particular Articles 12-15 and 82-84, 86 of the Conditions of Employment of other servants of the European Communities (CEOS); 3) Service Level Agreements signed between the Global Health EDCTP3 JU and the European Commission (DG Human Resources); 4) Global Health EDCTP3 JU implementing Rules for TA; Global Health EDCTP3 JU Governing Board decision n°7/2022 adopting general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 20(1) of the Conditions of Employment of Other Servants of the European Union (CEOS); 5) Global Health EDCTP3 JU implementing Rules for CA; Global Health EDCTP3 JU Governing Board decision n°6/2022 adopting general provisions for implementing Article 79(2) of the Conditions of Employment of other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU.	Global Health EDCTP3 JU staff members; Appointed members of the selection committee; Human Resources Officer; Data Protection Officer (only for the purposes of replying to access requests or other consultations on data protection aspects from the HR Officer); Executive Director (in case of a second interview); European Commission and its services: PIMD, DG Human Resources and Security; External evaluators or experts, including staff committee representatives, assisting the Global Health EDCTP3 JU, if appointed members of the selection committee.	10 years from the end of the period worked by a recruited applicant; special categories of personal data falling under Article 10 of the Regulation (e.g. health data, juristic data), if communicated by the candidate (as mentioned above), are stored until the end of the selection process, then they are deleted.	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the European Commission; Obligation of confidentiality of the staff; Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Signature of absence of conflict of interest.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en
DPO-01-02	Selection and recruitment of temporary agents (TA), contract agents (CA) and trainees (non-recruited candidates)	This processing operation consists of collecting applications of candidates, screening tables, pre-selection reports, selection reports, written tests, interview questions, offers for posts, short lists, reserve lists, etc. Special retention time applies to non-recruited candidates.	Data are processed for the purpose of organising the selection and recruitment procedures for TA, CA and trainees.	Global Health EDCTP3 JU	N/A	Candidates for TA, CA and trainee positions sending their application following publication of Global Health EDCTP3 JU vacancy notice.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Human Resources Officer; Global Health EDCTP3 JU staff members appointed in the selection committee.	Personal data: - Profession: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Education: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5.1 (a) of Regulation 2018/1725; Special categories of personal data: Health data: Article 11 of Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law), Public Interest Article 5.1 (a) of Regulation 2018/1725.	1) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 37, 38 and 43; 2) EU Staff Regulation, in particular Articles 12-15 and 82-84, 86 of the Conditions of Employment of other servants of the European Communities (CEOS); 3) Global Health EDCTP3 JU implementing Rules for TA; Global Health EDCTP3 JU Governing Board decision n°7/2022 adopting general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 20(1) of the Conditions of Employment of Other Servants of the European Union; 4) Global Health EDCTP3 JU implementing Rules for CA; Global Health EDCTP3 JU Governing Board decision n°6/2022 adopting general provisions for implementing Article 79(2) of the Conditions of Employment of other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU.	Global Health EDCTP3 JU staff members; Appointed members of the selection committee; Human Resources Officer; Data Protection Officer (only for the purposes of replying to access requests or other consultations on data protection aspects from the HR Officer); Executive Director (in case of a second interview); European Commission and its services: PIMD, DG Human Resources and Security; External evaluators or experts, including staff committee representatives, assisting the Global Health EDCTP3 JU, if appointed members of the selection committee.	2 years after the closure of the selection process for applicants not recruited, or, in case of appeals or judicial proceedings, 5 years after the final administrative or judicial decision was rendered. For applicants placed on a reserve list but not recruited: the data are kept for the period of validity of the reserve list + 1 year and after this time the data are destroyed; special categories of personal data falling under Article 10 of the Regulation (e.g. health data), if communicated by the candidate (as mentioned above), are stored until the end of the selection process, then they are deleted.	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the European Commission; Obligation of confidentiality of the staff; Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Signature of absence of conflict of interest.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en
DPO-01-03	Selection and recruitment of interims	Collecting applications of candidates, screening tables, pre-selection reports, selection reports, written tests, interview questions, offers for posts, short lists, reserve lists, etc.	Data are processed for the purpose of organising the selection and recruitment procedures for interims at the Global Health EDCTP3 JU.	Global Health EDCTP3 JU	Processor: Randstad Belgium SA systems (Belgium)	Interim staff selected via an external contractor.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Human Resources Officer; Global Health EDCTP3 JU staff members appointed in the selection committee.	Personal data: - Profession: Public Interest Article 5 (a) of Regulation 2018/1725; - Education: Public Interest Article 5 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5 (a) of Regulation 2018/1725; Special categories of personal data: Juridic data: Article 11 of Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law), Public Interest Article 5 (a) of Regulation 2018/1725.	1) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 37, 38 and 43; 2) EU Staff Regulation, in particular Articles 12-15 and 82-84, 86 of the Conditions of Employment of other servants of the European Communities (CEOS); 3) Framework contract HR/RL/PR/2019/023 signed by the European Commission (DG Human Resources and Security) with an external contractor.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU.	External evaluators or experts assisting the Global Health EDCTP3 JU; Appointed members of the selection committee; the Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff members; Appointed members of the selection committee; Human Resources Officer; Data Protection Officer (only for the purposes of replying to access requests or other consultations on data protection aspects from the Human Resources Officer); External contractors under framework contract with the European Commission: Randstad.	For the duration of the selection procedure only; juristic data; 1 year after the end of the selection procedure: Profession, Education, Personal characteristics, Personal details, Health data.	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the European Commission; Obligation of confidentiality of the staff; Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Signature of absence of conflict of interest.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en
DPO-01-04	Selection and recruitment of temporary agents (TA), contract agents (CA), interims and trainees (spontaneous applications)	Collecting spontaneous applications of candidates. The Global Health EDCTP3 JU does not consider spontaneous applications. Personal data (such as CV) is not stored and is deleted after 7 days.	Data are processed for the purpose of organising the selection and recruitment procedures for TA, CA, interims and trainees.	Global Health EDCTP3 JU	no	Spontaneous applicants	Global Health EDCTP3 JU Human Resources Officer; Administration staff and Communication Team	Personal data: - Profession: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Education: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5.1 (a) of Regulation 2018/1725; Special categories of personal data: Juridic data: Article 11 of Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law), Public Interest Article 5.1 (a) of Regulation 2018/1725.	1) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 37, 38 and 43; 2) EU Staff Regulation, in particular Articles 12-15 and 82-84, 86 of the Conditions of Employment of other servants of the European Communities (CEOS); 3) Global Health EDCTP3 JU implementing Rules for TA; Global Health EDCTP3 JU Governing Board decision n°7/2022 adopting general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 20(1) of the Conditions of Employment of Other Servants of the European Union (CEOS); 4) Global Health EDCTP3 JU implementing Rules for CA; Global Health EDCTP3 JU Governing Board decision n°6/2022 adopting general provisions for implementing Article 79(2) of the Conditions of Employment of other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof; 5) Framework contract HR/RL/PR/2019/023 signed by the European Commission (DG Human Resources and Security) with an external contractor.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU.	Global Health EDCTP3 JU staff members; Human Resources Officer.	7 days: Profession, Education, Personal characteristics, Personal details.	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the European Commission; Obligation of confidentiality of the staff; Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en
DPO-01-05	Occupational health and medical data	Procedures put in place to ensure safety, health and welfare of Global Health EDCTP3 JU staff; Pre-recruitment medical examination; Annual and periodic medical examination. Global Health EDCTP3 JU does not collect medical certificates of staff members. These are directly sent to the medical service of the European Commission in accordance with the procedure established.	Management of health data in the workplace and pre-recruitment, annual or periodic medical examination.	Global Health EDCTP3 JU	Processors: European Commission, and in particular DG HR; EC external service providers (contractor or subcontractor) under direct or framework service procurement contracts (Belgium); Secured IT data base (Joint Sickness Insurance Scheme) (Belgium).	Global Health EDCTP3 JU staff: temporary staff, contractual staff, relatives of the data subject.	Global Health EDCTP3 JU Human Resources Officer; Global Health EDCTP3 JU Administration & Financial Support staff.	Personal data - Family composition: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5.1 (a) of Regulation 2018/1725.	1) Articles 28-33 (pre-recruitment medical examination) and 59 (annual medical visits, specific medical check-ups and medical certificates) of the EU Staff Regulations; 2) Articles 12(1)(6), 13(2) and 43(3) of the Conditions of Employment of other servants of the European Communities; 3) Service Level Agreements signed between the Global Health JU and the EC.	The medical files are kept at the Commission's medical services. Commission Decision (EU) 2019/124 of 30 January 2019 laying down internal rules concerning the restriction of the right of access of data subjects to their medical files.	Global Health EDCTP3 JU staff; European Commission (Medical services).	4 years (except if a dispute and appeal is underway)	Access on a need-to-know basis; Obligation of confidentiality of the staff; Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned.	no

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DPO-01-06	Evaluation of staff	Staff appraisal, probationary reports, reclassification of contract and temporary agents, renewal of contracts.	Personal data is collected to assess the performance with regard to the job specifications and defined objectives, and the potential and development or reclassification needs.	Global Health EDCTP3 JU	Processor: European Commission (DG HR), IT Tool SYSPER (Belgium). Separate controller: Office for Administration and Payment of Individual Entitlements (PMAO).	Global Health EDCTP3 JU staff: temporary staff, contractual staff.	Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Human Resources Officer.	<p>Personal data:</p> <ul style="list-style-type: none"> - Education: Public Interest Article 5 (a) of Regulation 2018/1725; - Personal details: Public Interest Article 5 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5 (a) of Regulation 2018/1725; - Profession: Public Interest Article 5 (a) of Regulation 2018/1725. 	<p>1) Articles 34, 43, 45 and 46 of the EU Staff Regulations and article 10(3) of Annex XIII; 2) Articles 14, 81, 84 and 87 of the Conditions of Employment of Other Servants; 3) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Article 37; 4) Decision n° 36/2023 of the Governing Board implementing Article 43 of the Staff Regulations and implementing the first paragraph of Article 44 of the Staff Regulations for Temporary Agents (Appraisal TA); 5) Decision n° 37/2023 of the Governing Board implementing Article 81(1) of the Conditions of Employment of Other Servants of the European Union and implementing the first paragraph of Article 44 of the Staff Regulations (Appraisal CA); 6) Decision n° 34/2023 of the Governing Board implementing Article 84 of the CEOS (Reclassification TA); 7) Decision n° 35/2023 of the Governing Board implementing Article 87 (3) of the CEOS (Reclassification CA).</p>	The medical files are kept at the Commission's medical services. Commission Decision (EU) 2019/154 of 30 January 2019 laying down internal rules concerning the restriction of the right of access of data subjects to their medical files.	Global Health EDCTP3 JU Human Resources staff; Line Manager; and in case of reclassification, the Staff and Joint reclassification committees.	10 years after termination of employment or the last pension payment; Personal characteristics, Personal details, Profession; 10 years after the extinction of all rights of the staff member and any dependants; Education.	Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Data kept according to the security measures adopted by the European Commission; Obligation of confidentiality of the staff; Staff dealing with this processing operation is designated on a need-to-know basis; Paper files are stored in a locked cupboard in the HR sector's secured office until their destruction.
DPO-01-07	Personal files of staff	Collection of staff documentation for recruitment, determination of rights, career development, appraisal.	Processing of staff data for employment contract, setting up rights, complaints, appraisal, career development, contract termination	Global Health EDCTP3 JU	Processor: European Commission, in particular DG HR, Secured IT data base (Joint Sickness Insurance Scheme) (Belgium). Separate controller: Office for Administration and Payment of Individual Entitlements (PMAO).	Global Health EDCTP3 JU staff: temporary staff, contractual staff, dependants of the data subject.	Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Human Resources Officer; Global Health EDCTP3 JU Administration & Financial Support staff.	<p>Personal data:</p> <ul style="list-style-type: none"> - Education: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Financial information: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal details: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Profession: Public Interest Article 5.1 (a) of Regulation 2018/1725. 	<p>1) Art. 12 (2)(e) and 82.3(e) Conditions of Employment of other Servants 2) Service Level Agreements signed between the Global Health EDCTP3 JU and the European Commission (DG HR) and the Office for Administration and Payment of Individual Entitlements (PMAO)</p>	Commission Decision (EU) 2019/154 of 30 January 2019 laying down internal rules concerning the restriction of the right of access of data subjects to their medical files.	European Commission and its services: Internal Audit Service, Medical Service and the Office for Administration and Payment of Individual Entitlements (PMAO); Global Health EDCTP3 JU staff members: Finance team (for reimbursement purposes), Line manager and Global Health EDCTP3 JU Executive Director.	10 years after the extinction of all rights of the staff member concerned and of any dependants.	Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Data kept according to the security measures adopted by the European Commission; Obligation of confidentiality of the staff; Staff dealing with this processing operation is designated on a need-to-know basis; Paper files are stored in a locked cupboard in the HR office's secured office until their destruction.
DPO-01-08-a)	Leaves and special leaves	Assessing the entitlement to annual leave and special leave and working conditions for temporary agents and contract agents. The special leaves include: 1- Marriage of an agent; 2- Marriage of a child of an agent; 3- Birth of a child of an agent; 4- Serious illness of the spouse; 5- Very serious illness of a child; 6- Serious illness of a child; 7- Serious illness of an ascendant; 8- Death of the spouse; 9- Death of wife during maternity leave; 10- death of a child; 11- Death of an ascendant; 12- Death of a brother or sister; 13- Adoption; 14- Maternity; 15- Exercise of an unremunerated external activity; 16- Conviction to the court / judiciary; 17- Care; 18- Move; 19- Election outside the duty station; 20- Participation in an examination / competition / selection organized by EPPO, by a Community Institution or Agency; 21- Training; 22- Exercise of an elective public office; 23- Looking for a job at the end of the contract; 24- Travel time "special leave"; 25- Part-time work; 26- Family leave; 27- Termination of functions; 28- Cancellation of an annual or special leave at the request of the person concerned; 29- Postponement of annual leave; 30- Flexitime; 31- Permanence of end of year.	The purpose of this processing activity is the management of annual leave and special leave entitlements.	Global Health EDCTP3 JU	Processor: European Commission, in particular the DG Human Resources (Medical services); IT Tool SYSPER (Belgium).	Global Health EDCTP3 JU staff: temporary staff, contractual staff, interns and trainees.	Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Human Resources Officer.	<p>Personal data:</p> <ul style="list-style-type: none"> - Family composition: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal details: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Health data: Article 11 of Regulation 2018/1725 (processing under control of official authority or when the processing is authorized by Union law); Public Interest Article 5.1 (a) of Regulation 2018/1725. 	<p>1) Articles 57-60 EU Staff Regulations; 2) Articles 11, 16, 18, 58, 91 of the Conditions of Employment of other Servants; 3) Service Level Agreements signed between the Global Health EDCTP3 JU and the EC (DG HR); 4) Global Health EDCTP3 JU Governing Board decision n°6/2022 adopting by analogy EC Decisions including EC Decisions C(2018)09021 on leave, C(2018)09020 on part-time work, C(2022)215 on working time, C(2018)09020 on maternity leave, C(2018)09022 on parental leave and C(2018)09024 on family leave.</p>	Commission Decision (EU) 2019/154 of 30 January 2019 laying down internal rules concerning the restriction of the right of access of data subjects to their medical files.	European Commission and its services: Internal Audit Service, Medical Service and the Office for Administration and Payment of Individual Entitlements (PMAO); Global Health EDCTP3 JU staff members: Line Manager, Human Resources Officer; the Global Health EDCTP3 JU Executive Director.	N + 4 years for all types of processed data; N + 5 years for special leaves for family reasons.	Access control and technical measures such as physical locks and/or secure connections and firewalls; Paper file is archived in a locked cupboard; Obligation of confidentiality of the staff; Staff dealing with this processing operation is designated on a need-to-know basis.
DPO-01-08-b)	Sick leaves	Assessing the entitlement to sick leaves and working conditions for temporary agents and contract agents.	Personal data is managed and collected for the purpose of assessing the entitlement to sick leave for temporary agents and contract agents.	Global Health EDCTP3 JU	Processor: European Commission, in particular the DG Human Resources (Medical services); IT Tool SYSPER (Belgium).	Global Health EDCTP3 JU staff: temporary staff, contractual staff, interns and trainees.	Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Human Resources Officer.	<p>Personal data:</p> <ul style="list-style-type: none"> - Profession: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal details: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Health data: Article 11 of Regulation 2018/1725 (processing under control of official authority or when the processing is authorized by Union law); Public Interest Article 5.1 (a) of Regulation 2018/1725. 	<p>1) Articles 57-60 EU Staff Regulations; 2) Articles 11, 16, 18, 58, 91 of the Conditions of Employment of other Servants; 3) Service Level Agreements signed between the Global Health EDCTP3 JU and the EC (DG HR); 4) Global Health EDCTP3 JU Governing Board decision n°6/2022 adopting by analogy EC Decisions including EC Decisions C(2018)09021 on leave, C(2018)09020 on part-time work, C(2022)215 on working time, C(2018)09020 on maternity leave, C(2018)09022 on parental leave and C(2018)09024 on family leave.</p>	Commission Decision (EU) 2019/154 of 30 January 2019 laying down internal rules concerning the restriction of the right of access of data subjects to their medical files.	European Commission and its services: PMAO, DG Human Resources, DG DIGIT; Global Health EDCTP3 JU staff members: Line Manager, Human Resources Officer; the Global Health EDCTP3 JU Executive Director.	N + 4 years for all types of data processed.	Access control and technical measures such as physical locks and/or secure connections and firewalls; Paper file is archived in a locked cupboard; Obligation of confidentiality of the staff; Staff dealing with this processing operation is designated on a need-to-know basis.
DPO-01-08-c)	Exceptional leaves, absences and permanences	This processing activity occurs when assessing the entitlement to exceptional leaves, absences and permanences for temporary agents and contract agents. The exceptional leaves, absences and permanences could concern but are not limited to: permanences during the Global Health EDCTP3 JU office closure, flexibility during public holidays (for example the possibility to work during the day of Easter), participation to strikes organized by unions. The exceptional leaves, absences and permanences do not fall under the normal scope of leaves and special leaves granted to staff members, for which another record gives account.	The purpose of this processing activity is to manage the exceptional leaves, absences and permanences of staff members so that the Global Health EDCTP3 JU HR Officer may determine if the staff members leave rights are to be adapted.	Global Health EDCTP3 JU	Processor: European Commission, in particular the DG Human Resources (Medical services); IT Tool SYSPER (Belgium).	Global Health EDCTP3 JU staff: temporary staff, contractual staff, interns and trainees.	Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Human Resources Officer.	<p>Personal data:</p> <ul style="list-style-type: none"> - Education: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Family composition: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Financial information: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal details: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Health data: Article 11 of Regulation 2018/1725 (processing under control of official authority or when the processing is authorized by Union law); Public Interest Article 5.1 (a) of Regulation 2018/1725. 	<p>1) Articles 57-60 EU Staff Regulations; 2) Articles 11, 16, 18, 58, 91 of the Conditions of Employment of other Servants; 3) Service Level Agreements signed between the Global Health EDCTP3 JU and the European Commission (DG HR) and the PMAO; 4) Global Health EDCTP3 JU Governing Board decision n°6/2022 adopting by analogy EC Decisions including EC Decisions C(2018)09021 on leave, C(2018)09020 on part-time work, C(2022)215 on working time, C(2018)09020 on maternity leave, C(2018)09022 on parental leave and C(2018)09024 on family leave.</p>	N/A	European Commission and its services: PMAO, DG Human Resources, DG DIGIT; Global Health EDCTP3 JU staff members: Line Manager, Human Resources Officer; the Global Health EDCTP3 JU Executive Director.	N + 4 years for all types of data processed.	Access control and technical measures such as physical locks and/or secure connections and firewalls; Paper file is archived in a locked cupboard; Obligation of confidentiality of the staff; Staff dealing with this processing operation is designated on a need-to-know basis.
DPO-01-09	Salary	Personal data is collected in order to determine the staff member's entitlements. Documents are collected by the HR Officer and sent to the relevant Commission service (PMAO) which will process the data in order to determine the financial rights of the staff member.	Producing salary slips, determining allowances, establishment of financial rights, paying the salaries and allowances to Global Health EDCTP3 JU staff.	Global Health EDCTP3 JU	Separate controller: Office for Administration and Payment of Individual Entitlements (PMAO). Processor: European Commission (IT tool, external agency which cooperates with the European Commission).	Global Health EDCTP3 JU staff: temporary staff, contractual staff, relatives of data subjects.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU Human Resources Officer; Financial Support staff.	<p>Personal data:</p> <ul style="list-style-type: none"> - Education: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Family composition: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Financial information: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal details: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Health data: Article 11 of Regulation 2018/1725 (processing under control of official authority or when the processing is authorized by Union law); Public Interest Article 5.1 (a) of Regulation 2018/1725. 	<p>1) Article 62-70 EU Staff Regulations; 2) Service Level Agreements signed between the Global Health EDCTP3 JU and the European Commission (DG HR) and the PMAO; 3) Global Health EDCTP3 JU Governing Board decision n°6/2022 on the adoption of the implementing Rules of the Staff Regulations including general implementing provisions giving effect to Articles 64 and 68 of the EU Staff Regulations and Articles L2 and 3 of the Annex VII (C(2004)1364/2) thereto on dependent children, C(2013)09040 on removal expenses and C(2004)1364/4 on household allowance.</p>	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply; Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU.	European Commission and its services: PMAO, DG Human Resources, DG DIGIT; Global Health EDCTP3 JU staff members: Line Manager, Human Resources Officer; the Global Health EDCTP3 JU Executive Director.	10 years after the extinction of all rights of the staff member and any dependants.	Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Data kept according to the security measures adopted by the European Commission; Obligation of confidentiality of the staff; Staff dealing with this processing operation is designated on a need-to-know basis.
DPO-01-10	Missions	Collection of contact details and meeting documentation (such as agenda), request files and reimbursement files, travel orders.	Personal data is collected for the management of the missions of the staff and the reimbursement of travel expenses and daily subsistence allowance.	Global Health EDCTP3 JU	Separate controller: Office for Administration and Payment of Individual Entitlements (PMAO). Processor: European Commission (IT tool, external agency which cooperates with the European Commission).	Global Health EDCTP3 JU Staff: temporary, contractual; External staff: trainees and interim staff.	Global Health EDCTP3 JU Administration & Financial Support staff.	<p>Personal data:</p> <ul style="list-style-type: none"> - Financial information: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal details: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5.1 (a) of Regulation 2018/1725. 	<p>1) Articles 11-13 EU Staff Regulations; 2) Global Health EDCTP3 JU implementing rules: Governing Board decision n°6/2022 on the application by analogy of the Guide to missions and authorized travel adopted by Commission Decision C(2017)0521.</p>	N/A	Global Health EDCTP3 JU Staff members: Administrative staff responsible for processing the files; European Commission and its services: PMAO External contractors under framework contract with the European Commission : Global Business Travel.	10 years for all types of data after termination of all deadlines for appeal and/or budget discharge.	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the European Commission; Obligation of confidentiality of the staff; Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned.

Register of personal data processing operations
Data Protection Officer: EC-GH-EDCTP3-DATA-PROTECTION@ec.europa.eu

DPO-01-11	Prevention and management of conflicts of interests of the staff members of the Global Health EDCTP3 JU	Collecting and screening declarations of confidentiality and non-conflict of interests signed by all Global Health EDCTP3 JU staff members when they take up duties.	Personal data is processed for the sole purpose of applying the rules for the prevention and management of conflicts of interest of the Global Health EDCTP3 JU staff members in order to ensure the handling in a transparent and consistent manner of situations where conflicts of interest may arise.	Global Health EDCTP3 JU	no	Global Health EDCTP3 JU staff: temporary, contractual, relatives of data subjects.	Global Health EDCTP3 JU Executive Director, Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Human Resources Officer; Global Health EDCTP3 JU Governing Board, Global Health EDCTP3 JU Administration & Financial Support staff.	<p>Personal data:</p> <ul style="list-style-type: none"> - Characteristics of domicile: Legal obligation Article 5.1(b) Regulation 2018/1725; - Education: Legal obligation Article 5.1(b) Regulation 2018/1725; - Family composition: Legal obligation Article 5.1(b) Regulation 2018/1725; - Financial information: Legal obligation Article 5.1(b) Regulation 2018/1725; - Personal details: Legal obligation Article 5.1(b) Regulation 2018/1725; - Profession: Legal obligation Article 5.1(b) Regulation 2018/1725. <p>Special categories of data:</p> <ul style="list-style-type: none"> - Philosophical or religious convictions: Article 10 §2 (b) Regulation 2018/1725 (processing necessary for exercising specific controller rights/obligations under employment, social security or social protection law); Legal obligation Article 5.1 (b) of Regulation 2018/1725 ; - Trade union membership: Article 10 §2 (b) Regulation 2018/1725 ; 	<p>1) Treaty on the Functioning of the European Union;</p> <p>2) Title of the Staff Regulations;</p> <p>3) Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union;</p> <p>4) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Article 42(1);</p> <p>5) Guidelines on the prevention and management of conflicts of interest in EU decentralised agencies dated 10 December 2021;</p> <p>6) Agreement of the European Commission pursuant to Article 110 (1) of the Staff Regulations (2023) 7993 final of 17 November 2023;</p> <p>7) Global Health EDCTP3 JU implementing rules: Governing Board decision n° 3/2024 adopting rules on the prevention and management of conflicts of interests of the staff members of the Global Health EDCTP3 JU;</p> <p>8) Article 61 of the EU Financial Regulation and Article 27 of the Global Health EDCTP3 JU Financial Rules.</p>	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff members: staff member concerned, Line manager; Legal officer(s); Human Resources Officer; The general public: The declarations of interest submitted by the Global Health EDCTP3 JU Executive Director shall be available for public scrutiny with due respect to the applicable EU rules on protection of personal data and access to documents; the Global Health EDCTP3 JU Governing Board.	10 years after end of contract	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the European Commission; Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned.	no	
DPO-01-12	Flexitime Management	Assessing and managing the entitlement of staff members to flexitime for temporary agents and contract agents.	Personal data is collected to authorize the recuperation of overtime based on the working hours registered in SYSPER by the staff member.	Global Health EDCTP3 JU	no	Global Health EDCTP3 JU staff: temporary, contractual.	Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Human Resources Officer.	<p>Personal data:</p> <ul style="list-style-type: none"> - Public interest Article 5.1(a) Regulation 2018/1725; - Profession: Public interest Article 5.1(a) Regulation 2018/1725. 	<p>1) EU Staff Regulations: Article 50;</p> <p>2) Article 110(1) EU Staff Regulation;</p> <p>3) Global Health EDCTP3 JU implementing rules: Global Health EDCTP3 JU Governing Board decision n°25/2022 on working time;</p> <p>4) Level Agreements signed between the Global Health EDCTP3 JU and the EC (DG HR).</p>	N/A	Global Health EDCTP3 JU staff members: Human Resources Officer, Line manager.	N + 4 years	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the European Commission.	no	
DPO-01-13	Teleworking	Management of the teleworking requests and agreements, planning regarding the ordering of ICT tools and devices for the performance of telework. Staff members are granted access to an electronic tool in which they can launch a request for teleworking.	The purpose of this processing operation is to manage in a legal, standardized and centralized framework all temporal aspects of a jobholder's framework with respect to the management and monitoring of the implementation of teleworking. In particular, the treatment consists in identifying the persons authorized to telework according to various criteria such as the possibility of teleworking, the interest of the service or the motivation of the person. The persons concerned have the possibility of making a request for telecommuting either casual or structural via Syper.	Global Health EDCTP3 JU	no	Global Health EDCTP3 JU staff: temporary, contractual, trainees, interns.	Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Human Resources Officer.	<p>Personal data:</p> <ul style="list-style-type: none"> - Personal details: Public interest Article 5.1(a) Regulation 2018/1725; - Profession: Public interest Article 5.1(a) Regulation 2018/1725; - Family composition: Public interest Article 5.1(a) Regulation 2018/1725; <p>Special category of data:</p> <ul style="list-style-type: none"> - Health data: Article 10 §2 (b) Regulation 2018/1725 (processing necessary for exercising specific controller rights/obligations under employment, social security or social protection law); Legal obligation Article 5.1 (b) of Regulation 2018/1725 (processing 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 	<p>1) EU Staff Regulations: Article 50;</p> <p>2) Article 110(1) EU Staff Regulation;</p> <p>3) Global Health EDCTP3 JU implementing rules: Global Health EDCTP3 JU Governing Board decision n°25/2022 on working time;</p> <p>4) Level Agreements signed between the Global Health EDCTP3 JU and the EC (DG HR).</p>	N/A	Data subject themselves: Right to access and rectify their own data in SYSPER; Global Health EDCTP3 JU staff members: the Global Health EDCTP3 JU Executive Director, Line Managers.	10 years after the extinction of all rights of the staff member and any dependants	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the European Commission; Secure transfer of data; Health data processed with the principles of medical confidentiality by Human Resources Officer.	no	
DPO-01-14	Communication of Global Health EDCTP3 JU staff personal data to governments of EU Member States	Collecting Global Health EDCTP3 JU staff personal data (name, function and address) and its communication, upon request, to the governments of the Member States.	Article 15, al.2 of the Protocol n° 7 on the Privileges and immunities of the European Union annexed to the Treaty on the Functioning of the European Union states that "The names, grades and addresses of officials and other servants included in such categories shall be communicated periodically to the governments of the Member States".	Global Health EDCTP3 JU	no	Global Health EDCTP3 JU staff: temporary, contractual; trainees and interim staff	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Human Resources Officer; Global Health EDCTP3 JU Administration & Financial Support staff.	<p>Personal data:</p> <ul style="list-style-type: none"> - Personal details: Public interest Article 5.1(a) Regulation 2018/1725; - Profession: Public interest Article 5.1(a) Regulation 2018/1725. 	Article 15, al.2 of the Protocol n° 7 on the Privileges and immunities of the European Union annexed to the Treaty on the Functioning of the European Union states that "The names, grades and addresses of officials and other servants included in such categories shall be communicated periodically to the governments of the Member States".	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Article 8(1)(g).	Government organisations: Governments of the EU Member States (including but not limited to ministries and Permanent Representations)	10 years after end of contract	Secure transfer of data.	no	
DPO-01-15	Use of private mobile phone number	This processing operation consists of collecting the private phone number of staff members.	1. For use only by HR and management 2. Data are processed in the framework of business continuity or in case of disaster recovery situation 3. Data are processed for immediate communication about business continuity and event of a disaster recovery situation 4. Data are processed for on business related issues or regarding social events organised in the context of the GH EDCTP3 activities 5. Data are processed in the ECAS System to allow two-step authentication for access to EC systems 6. Data are disclosed to non-Global Health EDCTP3 JU staff, when as far as reasonably ascertainable, this is for legitimate business purposes and public interest of the GH EDCTP3 JU.	Global Health EDCTP3 JU	no	Global Health EDCTP3 JU staff: temporary staff, contractual staff, interns and trainees.	<p>* Global Health EDCTP3 JU Human Resources Officer;</p> <p>* Global Health EDCTP3 JU staff in charge of business continuity plan or disaster recovery situations</p> <p>*non-Global Health EDCTP3 JU staff</p>	<p>1. Personal details (name, and private mobile number): article 5.1(a) of the EUDPR</p>	Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 19(6).	N/A	* HR and management * Executive Director, HR team and staff in charge of safety/security * Signal group of the GH EDCTP3 Colours * Non-GH EDCTP3 JU staff	10 years from the extinction of any rights of the staff member	1. Staff dealing with this processing operation is designated on a need-to-know basis; 2. Data kept according to the security measures adopted by the European Commission; 3. Obligation of confidentiality of the staff; 4. Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned.	no	
DPO-02 Procurement and Grants															
DPO-02-01-a)	Management of procurement procedures and grant applications (successful)	Collecting and processing of data provided by the applicants, tenders, contractor and beneficiaries in the context of grant applications and tenders procedures as well as grant agreements and procurement contracts managed by Global Health EDCTP3 JU in accordance with Global Health EDCTP3 JU's annual work programmes.	Personal data is collected for the award, management and follow-up of procurement contracts, grants, prizes and financial instruments by the Global Health EDCTP3 JU in accordance with Global Health EDCTP3 JU's annual work programmes.	Global Health EDCTP3 JU	no	Tenders' and applicants' data (in case of legal entities, their representatives).	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff participating in the selection of external experts, tender evaluation committees or grant proposal evaluation panels.	<p>Personal data:</p> <ul style="list-style-type: none"> - Education: Legal obligation Article 5.1(b) Regulation 2018/1725; - Financial information: Legal obligation Article 5.1(b) Regulation 2018/1725; - Personal details: Legal obligation Article 5.1(b) Regulation 2018/1725; - Personal characteristics: Legal obligation Article 5.1(b) Regulation 2018/1725; - Profession: Legal obligation Article 5.1(b) Regulation 2018/1725. <p>Special categories of data:</p> <ul style="list-style-type: none"> - Juridic data: Article 11 Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law). For example, the criminal records or a sworn or solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body who replaced the criminal records if only the document contains sensitive data. Legal obligation Article 5.1 (b) Regulation 2018/1725. 	<p>1) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 52(a) and 24(1);</p> <p>2) Regulation (EU) 2013/995 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe, in particular Article 29;</p> <p>3) Article 43 and 45 of the Global Health EDCTP3 JU Financial Rules;</p> <p>4) Title VIII of the EU Financial Regulation and Annex I to this Regulation (procurement);</p> <p>5) Title VIII of the EU Financial Regulation (grants).</p>	Restriction already foreseen in the EU Financial Regulation, in particular Article 142 (1); Also, Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Articles 8(1)(a), (h) (g) and (j).	External evaluators or experts assisting the Global Health EDCTP3 JU, intra and extra-murus external service providers (Global Health EDCTP3 JU contractors); Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff members: grant proposal evaluation panels, tender evaluation committees, staff participating in the selection of external experts; European Commission and its services.	For a procurement award procedure, data are retained for a period of 10 years following the last payment made under the contract. Data collected during the grant award procedure are retained for 10 years. As regards data collected when managing the implementation of the grant agreement, these are retained for 10 years following the last payment under the agreement.	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the European Commission; Access control and technical measures such as physical locks and/or secure connections and firewalls; Obligation of confidentiality of the staff; Automated systems (Grants management); Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Secure transfer of data; Signature of absence of conflict of interest.	Managing award procedures for procurement, grants and the selection of experts, and managing the execution of (procurement and experts) contracts and implementation of grant agreements, published in the online Register under reference number DPR-EC-02067;	
DPO-02-01-b)	Management of procurement procedures and grant applications (unsuccessful)	Collecting and processing of data provided by the applicants, tenders, contractor and beneficiaries in the context of grant applications and tenders procedures as well as grant agreements and procurement contracts managed by Global Health EDCTP3 JU in accordance with Global Health EDCTP3 JU's annual work programmes.	Personal data is collected for the award, management and follow-up of procurement contracts, grants, prizes and financial instruments by the Global Health EDCTP3 JU in accordance with Global Health EDCTP3 JU's annual work programmes.	Global Health EDCTP3 JU	no	Tenders' and applicants' data (in case of legal entities, their representatives).	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff participating in the selection of external experts, tender evaluation committees or grant proposal evaluation panels.	<p>Personal data:</p> <ul style="list-style-type: none"> - Education: Legal obligation Article 5.1(b) Regulation 2018/1725; - Financial information: Legal obligation Article 5.1(b) Regulation 2018/1725; - Personal details: Legal obligation Article 5.1(b) Regulation 2018/1725; - Personal characteristics: Legal obligation Article 5.1(b) Regulation 2018/1725; - Profession: Legal obligation Article 5.1(b) Regulation 2018/1725. <p>Special categories of data:</p> <ul style="list-style-type: none"> - Juridic data: Article 11 Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law). For example, the criminal records or a sworn or solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body who replaced the criminal records if only the document contains sensitive data. Legal obligation Article 5.1 (b) Regulation 2018/1725. 	<p>1) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 52(a) and 24(1);</p> <p>2) Regulation (EU) 2013/995 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe, in particular Article 29;</p> <p>3) Articles 43 and 45 of the Global Health EDCTP3 JU Financial Rules;</p> <p>4) Title VIII of the EU Financial Regulation and Annex I to this Regulation (procurement);</p> <p>5) Title VIII of the EU Financial Regulation (grants).</p>	Restriction already foreseen in the EU Financial Regulation, in particular Article 142 (1); Also, Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Articles 8(1)(a), (h) (g) and (j).	External evaluators or experts assisting the Global Health EDCTP3 JU, intra and extra-murus external service providers (Global Health EDCTP3 JU contractors); Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff members: grant proposal evaluation panels, tender evaluation committees, staff participating in the selection of external experts; European Commission and its services.	For unsuccessful tenders, data specific to the tenders are retained for 5 years following the closure of the procedure; for unsuccessful candidates in response to an invitation to request to participate, data specific to the candidate are retained for 5 years following the closure of the procedure. Data collected during the grant award procedure from unsuccessful applicants are retained for 5 years following the closure of the procedure.	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the European Commission; Access control and technical measures such as physical locks and/or secure connections and firewalls; Obligation of confidentiality of the staff; Automated systems (Grants management); Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Secure transfer of data; Signature of absence of conflict of interest.	Managing award procedures for procurement, grants and the selection of experts, and managing the execution of (procurement and experts) contracts and implementation of grant agreements, published in the online Register under reference number DPR-EC-02067;	

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Data Protection Officer: EC-GH-EDCTP3-DATA-PROTECTION@ec.europa.eu

DPO-02-01-a	Selection and management of external experts (selected experts)	Collection and processing of data provided by individuals for the establishment of a database of prospective independent experts to assist with tasks managed by the Global Health EDCTP3 JU. The processing operations performed by the controller include collection, storage and evaluation of personal data of the experts.	Personal data is collected for the selection and the management (including reimbursements of expenses and payment where appropriate) of independent experts appointed by the Global Health EDCTP3 JU to advise on or assist with: the evaluation of proposals, the monitoring of the implementation of actions carried out under Horizon Europe, advice or assistance with other tasks related to Global Health EDCTP3 JU activities. The processing operations performed by the controller include collection, storage and evaluation of personal data of the experts.	Global Health EDCTP3 JU	Joint controller: Online registration of experts managed by Research Executive Agency (REA) via the Funding and Tenders Portal. Processor: EC external service providers (contractors or subcontractors) under direct or framework service procurement contracts (Belgium).	Experts (in case of legal entities, their representatives).	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff participating in the selection of external experts.	1) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 32(6)(a) and 34(1); 2) Regulation (EU) 2021/855 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe, in particular Article 29; 3) Article 44 of the Global Health EDCTP3 JU Financial Rules; 4) Title VIII of the EU Financial Regulation (grants), in particular Articles 237 and 238.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Article 3(1)(k).	External evaluators or experts assisting the Global Health EDCTP3 JU staff participating in the selection of external experts Global Health EDCTP3 JU Executive Director; European Commission and its services; Research Executive Agency via the Funding and Tenders Portal.	10 years after the end of the particular procedure.	Access control and technical measures such as physical locks and/or secure connections and firewalls; Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Automated system (Grants management); Data kept according to the security measures adopted by the European Commission; Obligation of confidentiality of the staff; Staff dealing with this processing operation is designated on a need-to-know basis; Standard clause for the processing of personal data included in the contract.	Independent expert management, published in the online public Register of the Data Protection Officer of the Commission under reference number DPO-EC-02015. Managing award procedures for procurement, grants and the selection of experts, and managing the execution of (procurement and experts) contracts and implementation of grant agreements, published in the online Register under reference number DPO-EC-05067. The policies are published on the Global Health EDCTP3 JU website: https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	
DPO-02-01-b	Selection and management of external experts (non-selected experts)	Collection and processing of data provided by individuals for the establishment of a database of prospective independent experts to assist with tasks managed by the Global Health EDCTP3 JU. The processing operations performed by the controller include collection, storage and evaluation of personal data of the experts.	Personal data is collected for the selection and the management (including reimbursements of expenses and payment where appropriate) of independent experts appointed by the Global Health EDCTP3 JU to advise on or assist with: the evaluation of proposals, the monitoring of the implementation of actions carried out under Horizon Europe, advice or assistance with other tasks related to Global Health EDCTP3 JU activities. The processing operations performed by the controller include collection, storage and evaluation of personal data of the experts.	Global Health EDCTP3 JU	Joint controller: Online registration of experts managed by Research Executive Agency (REA) via the Funding and Tenders Portal. Processor: EC external service providers (contractors or subcontractors) under direct or framework service procurement contracts (Belgium).	Experts (in case of legal entities, their representatives).	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff participating in the selection of external experts.	1) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 32(6)(a) and 34(1); 2) Regulation (EU) 2021/855 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe, in particular Article 29; 3) Article 44 of the Global Health EDCTP3 JU Financial Rules; 4) Title VIII of the EU Financial Regulation (grants), in particular Articles 237 and 238.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Article 3(1)(k).	External evaluators or experts assisting the Global Health EDCTP3 JU staff participating in the selection of external experts Global Health EDCTP3 JU Executive Director; European Commission and its services; Research Executive Agency via the Funding and Tenders Portal.	5 years after the end of the particular procedure.	Access control and technical measures such as physical locks and/or secure connections and firewalls; Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Automated system (Grants management); Data kept according to the security measures adopted by the European Commission; Obligation of confidentiality of the staff; Staff dealing with this processing operation is designated on a need-to-know basis; Standard clause for the processing of personal data included in the contract.	Independent expert management, published in the online public Register of the Data Protection Officer of the Commission under reference number DPO-EC-02015. Managing award procedures for procurement, grants and the selection of experts, and managing the execution of (procurement and experts) contracts and implementation of grant agreements, published in the online Register under reference number DPO-EC-05067. The policies are published on the Global Health EDCTP3 JU website: https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	
DPO-03 Communication activities														
DPO-03-01a	Info day	Collection and processing of personal data in the framework of the Info day organised by the Global Health EDCTP3 JU.	Personal data is processed by Global Health EDCTP3 JU to facilitate the organisation and management of the Global Health EDCTP3 Info Day, and to coordinate any necessary follow-up activities. This includes ensuring accountability and fulfilling communication, transparency, awareness, education, and promotional objectives. Specifically, the processing is required for registering participants and providing logistical support before, during and after the event. It also covers taking and distributing minutes, disseminating agendas, presentations, or reports, and publishing content on the website or other media channels, including streaming.	Global Health EDCTP3 JU	Processor: European Commission services managing the EU Survey tool (DG DIGIT)	Persons registered in the Global Health EDCTP3 JU info day.	Global Health EDCTP3 JU Communication and IT team.	Articles 5 and 100 of Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU.	N/A	The video-recording of the info day will be published online. Pictures, presentations, and audiovisual recordings of speakers will be made available to the public on social media and YouTube.	One year following the last follow-up action of the event or alternatively, it will be kept until the data subject decides to withdraw his/her consent (whichever comes first).	Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Staff dealing with this processing operation is designated on a need-to-know basis.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	
DPO-03-01	Event registration and organisation	Collecting personal data as a part of the registration process for Global Health EDCTP3 JU events, processing for organisation of event (participants list, name tags, access control, etc.), online registration of participants as well as communication with event participants before and after the end of events; Sharing data for networking.	Personal data is collected to register interested persons for effective management of meetings, provide access to the JU event venues, and maintain participant's lists as well as allowing possible event follow-up actions including feedback collection, specific communication activities and sharing of presentations.	Global Health EDCTP3 JU	Processor: external service provider for the organisation of the event (in case such a provider is used by the JU).	Persons registered in events or participating in meetings.	Global Health EDCTP3 JU Communication Team.	Articles 5 and 100 of Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU.	N/A	Global Health EDCTP3 JU Communication Team; External service providers; General Public.	5 years for all types of data processed.	Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Staff dealing with this processing operation is designated on a need-to-know basis.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	
DPO-03-02	E-newsletter subscription and related information	Establishing a list of email addresses to which each issue of the e-newsletter is sent; sending email, electronic newsletters via the Global Health EDCTP3 JU's website.	Personal data is collected for the purpose of subscribing to the Global Health EDCTP3 JU's electronic newsletter via the Global Health EDCTP3 JU's website.	Global Health EDCTP3 JU	Processor: external service provider to send newsletters.	Recipients ("general public") having requested or explicitly consented to remain in the Global Health EDCTP3 JU database and to continue receiving emails, invitations to events, alerts, e-news, newsletters and other relevant information from the Global Health EDCTP3 JU.	Global Health EDCTP3 JU Communication Team.	Articles 5 and 100 of Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU.	N/A	Global Health EDCTP3 JU Communication Team; External service providers.	For the lifetime of the JU ending on 31 December 2031 or until subscriber withdraws consent, for all types of data processed.	Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Staff dealing with this processing operation is designated on a need-to-know basis.	https://globalhealth-edctp3.eu/resources/privacy-policy-e-newsletter-subscription	
DPO-03-03	EU Survey Tool for event registrations	Collecting personal data for the purposes of participation in an on-line survey in order to participate in a Global Health EDCTP3 JU event on a voluntary basis. This specific on-line service consists of an on-line form made available on the EU Survey application, managed by the European Commission.	Personal data is collected in order to share information about the event on the Global Health EDCTP3 JU and on social media, and to ensure necessary organisational steps to allow participants access on the premises of the event itself, to ensure event follow-up activities.	Global Health EDCTP3 JU	Joint controller: European Commission services managing the EU Survey tool (DG DIGIT).	Registrants or attendees sent through the EU Survey tool.	Global Health EDCTP3 JU Communication Team.	Articles 5 and 100 of Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU.	N/A	Global Health EDCTP3 JU staff members; Communication team; Intra and extra-muros external service providers Global Health EDCTP3 JU contractors; Only parts of personal data (name, surname, employer, email address) for the purpose of sending news, newsletter or invitations to future Global Health EDCTP3 JU events; European Commission and its services; Authorized staff.	1 month after the results of the survey have been aggregated for all types of data processed.	Staff dealing with this processing operation is designated on a need-to-know basis. Data kept according to the security measures adopted by the European Commission. Secure transfer of data	https://www.global-health-edctp3.eu/about-us/legal-notice-and-privacy_en	
DPO-03-04	Management of Global Health EDCTP3 JU meetings with external participants	Collecting personal data for the purpose of organising Global Health EDCTP3 JU meetings between external and Global Health EDCTP3 JU staff	Personal data is processed for the purpose of organising and managing meetings and coordinating any required follow-up activities, as well as for accountability and communication/transparency/awareness/education/promotion purposes. Processing of personal data may be necessary in the framework of registration and accommodation of meeting participants; logistics support before, during and after the meeting; minutes taking and distribution of minutes; dissemination of agendas, presentations and/or reports; web publication, publication on media channels such as streaming; enabling the Global Health EDCTP3 JU to provide participants with further information on particular meetings in the future. Personal data may be part of a contact details' database shared internally in Global Health EDCTP3 JU in order for the latter to contact data subjects in case of future meetings. Your data may be obtained directly from you or acquired from another source (contact details' databases, publicly accessible sources, another participants in the	Global Health EDCTP3 JU	Processor: external contractors (G4S - Belgium), responsible for the management of the building.	Any natural person acting on a private basis or on behalf of a legal person submitting a request for a meeting with the Global Health EDCTP3 JU Executive Director or Global Health EDCTP3 JU staff; Global Health EDCTP3 JU staff participating in the meetings.	Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Governance Officer; Global Health EDCTP3 JU Assistant to the Executive Director.	Council Regulation (EU) 2021/2085 of 29 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU, in particular Article 19(6).	N/A	The recipients of personal data can be - depending on the purpose of the meeting - individuals/organisations in direct relationship with controller; Security Service of the White Atrium building; Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff; Assistant of the Executive Director, Legal Officer and Data Protection Officer(s); External evaluators or experts assisting the Global Health EDCTP3 JU Auditors; European Commission and its services; EDPS, Police.	Until the end of the cooperation of the externals with the JU, or up until such time where the data subject withdraws consent for processing the personal data. Health data will be deleted directly after the meeting.	Access by our personnel or third parties' personnel will only be on a need-to-know basis and be subject to strict confidentiality obligations. Access control and technical measures such as physical locks and/or secure connections and firewalls are also applied.	https://globalhealth-edctp3.eu/resources/privacy-policy-external-meetings	
DPO-03-05	Publishing personal data of Global Health EDCTP3 JU staff on the Global Health EDCTP3 JU intranet, website and other social media and platforms as well as its premises.	Collecting personal data for the purpose of publishing names, titles and photos of the Global Health EDCTP3 JU internet, website and other social media and platforms as well as its premises.	Personal data is processed for the purpose of organisation and dissemination purposes of the JU's activities and in particular for purposes of using, or using, publishing and re-publishing in whole or in part, on the intranet, website, social media channels, newsletter or other communication platforms used by Global Health EDCTP3 JU joint Undertaking as well as for decoration purposes in the JU's premises.	Global Health EDCTP3 JU	Processors: GSN and Realbionem based in Belgium, responsible for the management of the Global Health EDCTP3 JU website and intranet as well as the independent photographer that has taken the staff's photographs (also based in Belgium).	Global Health EDCTP3 JU staff members	Global Health EDCTP3 JU staff members	Council Regulation (EU) 2021/2085 of 29 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU, in particular Article 19(6).	N/A	The name and job title of the staff members, as well as the photograph (only in case of provided consent) are accessible by the Global Health EDCTP3 JU staff and its external providers through the Global Health EDCTP3 JU intranet. Only the data for which consent has been provided are publicly available on the website of the Global Health EDCTP3 JU. The photos used for decoration for the Global Health EDCTP3 JU premises are publicly available for the visitors.	Until the end of the data subject's contract with the JU, or up until such time where the data subject withdraws their consent for processing the relevant data.	Access control and technical measures such as physical locks and/or secure connections and firewalls are also applied.	no	

Register of personal data processing operations
 Data Protection Officer: EC-GH-EDCTP3-DATA-PROTECTION@ec.europa.eu

DPO-03-06	Management of the Twelfth EDCTP3 forum	Collecting and processing personal data for the purpose of managing the Twelfth EDCTP3 forum.	Processing of personal data in the framework of managing the Twelfth EDCTP3 forum for following purposes: * To allow participants to register, so to attend the Forum; * To provide periodic reminder about the Forum; * To provide access to the venue of the Forum; * To manage participation in the event; * To share Forum's content (videos and photos) via communication channels (social media and website); * To prepare aggregated statistical reports; * To reimburse expenses for the sponsored participants; * To subscribe to the Global Health EDCTP3 JU newsletter; * To inform participants for future Global Health EDCTP3 JU events; * To increase networking opportunities amongst participants.	Global Health EDCTP3 JU	Processor: Cosformia SA Sub-processor: Events Factory	* Any natural person that registers to participate in the EDCTP Forum and participates in person. * Global Health EDCTP3 JU staff that registers and participates in the EDCTP Forum	Global Health EDCTP3 JU staff members; the third party contractors; the subcontractors of third party contractors that assist the Global Health EDCTP3 JU for the organisation of the forum. Third parties on explicit written instruction of the Global Health EDCTP3 JU.	PERSONAL DATA * Personal characteristics (e.g. first and last name, gender) in the framework of the registration to conference and in-person participation; Public Interest Article 5.1(a) of Regulation 2018/1725 * Profession (e.g. title, organization, organization type...) in the framework of the registration to the conference and in-person participation; Public Interest Article 5.1(a) of Regulation 2018/1725 * Identification details (e.g. passport, ID card) in the framework of in-person participation; sponsored participants; Public Interest Article 5.1(a) of Regulation 2018/1725 * Financial details (bank details) in the framework of in-person participation; sponsored participants; Public Interest Article 5.1(a) of Regulation 2018/1725 * Photographs and videos: Explicit consent Article 5.1(a) of Regulation 2018/1725 * Photos in the framework of the registration to conference and in-person participation; Public Interest Article 5.1(a) of Regulation 2018/1725 * Email address being shared with other participants; Explicit consent Article 5.1(a) of Regulation 2018/1725 * Personal details for the newsletter subscription: Explicit consent Article 5.1(a) of Regulation 2018/1725	Council Regulation (EU) 2021/2085 of 18 November 2021 establishing the Joint Undertaking under Horizon Europe, including Global Health EDCTP3 JU, in particular Article 19(6)	N/A	Best of attendees of the event can have access to the names, functions and email address of the participants (if the data is not granted for explicit consent in the registration form).	Your personal data are only processed for as long as needed to achieve the purposes. However, your information may be kept for a longer period for statistical purposes (data aggregation). Your personal data submitted via registration form will be deleted after maximum one year following the last follow-up action. In case of sponsored participants, part of the data (name, surname, title, signature, email, bank details, fiscal code and address, if applicable) is stored for accountability purposes for a maximum period of 10 years. Sensitive personal data will be erased directly after the event. Videos and photos of the Forum will be archived after maximum 10 years according to the legal archiving obligations and will be no longer available on the Global Health EDCTP3 JU website anymore after that period.	Appropriate technical and organisational measures to keep your personal data safe from unauthorised access or theft as well as accidental loss (tampering or destruction) are going to be taken. Access by our personnel or third parties' personnel will only be on a need-to-know basis and be subject to strict confidentiality obligations. Access control and technical measures such as secure connections and firewalls are also applied.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	
DPO-04 Administration, Finance and Audits															
DPO-04-01	External audits and ex-post controls	Personal data is collected in the conduct of checks and financial controls of grant agreements or service contracts aimed at verifying beneficiary's or contractor's or subcontractors' or third parties' compliance with all contractual provisions (including financial provisions). The purpose of the control is to check that the action and the provisions of the grant agreement or contract are being properly implemented and to assess the legality and regularity of the transaction underlying the implementation of the EU budget.	Personal data is collected and managed for the sole purpose of preparing and communicating the audit reports by the external auditors.	Global Health EDCTP3 JU	Processors: Audit management system (Belgium)	Candidates applying for open Global Health EDCTP3 JU vacancies; Global Health EDCTP3 JU staff; Experts and Global Health EDCTP3 JU contractors.	Global Health JU Executive Director; Global Health JU Management; Global Health JU Human Resources Officer; Global Health JU Administration & Financial Support staff; Global Health JU Internal Control and Audit Manager; Global Health JU Governing Board.	PERSONAL DATA: - Education: Legal obligation Article 5.1(b) of Regulation 2018/1725; - Financial information: Legal obligation Article 5.1(b) of Regulation 2018/1725; - Profession: Legal obligation Article 5.1(b) of Regulation 2018/1725; - Personal details: Legal obligation Article 5.1(a) of Regulation 2018/1725.	1) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 30, 38 and 31; 2) Financial Rules of Global Health EDCTP3 JU, in particular Chapter 4, Chapter 7 (Articles 40 and 42) and Chapter 9; 3) Articles 70 and 71 of the EU Financial Regulation; 4) Governing Board decisions n°11/2023 on internal control framework and n°26/2023 on adopting the internal audit capability and appointing the audit liaison officer.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply: Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Articles 31(1)(a), (e), (f), (g) and (h).	Commission and its services: Accounting Officer of the European Court of Auditors; OLAF, European Commission Internal Audit Service; Global Health EDCTP3 JU Governing Board; Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff members: Internal Control and Audit Manager; Head of Administration & Finance; Data Protection Officer, Administration and Finance Support team; Global Health EDCTP3 JU Governing Board.	10 years after the closure of the audit for all types of data processed regarding audits; 5 years after the closure of the control for all types of data processed regarding ex-post controls.	Data kept according to the security measures adopted by the European Commission. Staff dealing with this processing operation is designated on a need-to-know basis. The policies are published on the Global Health EDCTP3 JU website: https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	H2020 external audits and controls, published in the online public Register of the DPO under reference number DPH-EC-03326. Processing of personal data when the European Commission carries out external audits and controls, published in the online public Register under reference number DPH-EC-04466; The policies are published on the Global Health EDCTP3 JU website: https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	
DPO-04-02	Internal audits	The Internal Auditor reports to the Global Health EDCTP3 JU on his or her findings and recommendations and advises on dealing with risks, by issuing independent opinions on the quality of management and control systems and by issuing recommendations for improving the conditions of implementation of operations and promoting sound financial management.	Personal data is collected and managed for the purpose of independent, risk-based and objective assurance and consulting services designated to add value and improve the operations of the Global Health EDCTP3 JU.	Global Health EDCTP3 JU	Processors: Audit management system (Belgium); IT Tools (ABAC, EMI, etc.) (Belgium).	Global Health JU staff; Experts and Global Health JU contractors; Relatives of the persons above mentioned, whose personal data are available in the systems and/or files of the European Commission.	Global Health JU Executive Director; Global Health JU Management; Global Health JU Human Resources Officer; Global Health JU Administration & Financial Support staff; Global Health JU Internal Control and Audit Manager; Global Health JU Governing Board.	PERSONAL DATA: - Education: Legal obligation Article 5.1(b) of Regulation 2018/1725; - Financial information: Legal obligation Article 5.1(b) of Regulation 2018/1725; - Profession: Legal obligation Article 5.1(b) of Regulation 2018/1725; - Personal details: Legal obligation Article 5.1(a) of Regulation 2018/1725.	1) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Article 32; 2) Financial Rules of Global Health EDCTP3 JU, in particular Chapter 4 and Chapter 7 (Articles 40 and 42) and Chapter 9; 3) Article 71 of the EU Financial Regulation; 4) Governing Board decisions n°11/2023 on internal control framework and n°26/2023 on adopting the internal audit capability and appointing the audit liaison officer.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply: Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Articles 31(1)(a), (e), (f), (g) and (h).	Commission and its services: DG DIGIT, Internal Audit Service; European Data Protection Supervisor; European Court of Auditors; Global Health EDCTP3 JU Governing Board; Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff members: Data Protection Officer, Internal Control and Audit Manager, Head of Administration and Finance, Administration and Finance Support team.	10 years after the closure of the audit for all types of data.	Staff dealing with this processing operation is designated on a need-to-know basis.	no	
DPO-04-03	Anti-fraud procedures	This processing operation takes form in collecting personal data in order to analyse information about potential fraud and financial irregularities to assess whether there are grounds to transmit the information to the relevant authorities for investigation, in particular the European Anti-Fraud Office (OLAF). Private notices relating to OLAF processing operations at the following URL: https://ec.europa.eu/anti-fraud/ olaf-and-you/data-processing/olaf-personal-data-processing-operations-and-privacy-statement_en	The purpose of the processing operation is to facilitate internal investigations conducted by OLAF, which may carry out further external investigations, including on the spot checks and inspections, with a view to establishing whether there has been fraud, corruption or any other illegal activity affecting the financial interests of the Union in connection with an agreement or a contract funded by the Global Health EDCTP3 JU.	Global Health EDCTP3 JU	no	Natural persons who are or were suspected of wrongdoing which is the subject of the OLAF investigations; Natural persons who have provided information to OLAF including informants, whistleblowers, witnesses and persons who have provided statements; Staff of OLAF operational partners (e.g. competent staff of the EU institutions and bodies or national authorities) working on OLAF matters whose name appears in documents stored by OLAF; Other persons whose name appears in the case file but have no relevance to the case.	Global Health EDCTP3 JU staff dealing with anti-fraud cases; Global Health EDCTP3 JU Internal Control and Audit Manager.	PERSONAL DATA: - Personal characteristics: Public Interest Article 5.1(a) Regulation 2018/1725; - Profession: Public Interest Article 5.1(a) Regulation 2018/1725; - Personal details: Public Interest Article 5.1(a) Regulation 2018/1725; - Administrative address, email; - For the person allegedly committing wrongdoing: first name and last name, function and place of employment; - For the whistleblower: first name and last name, function and place of employment, any other data necessary for the justification of his/her quality as a witness. - For the third party: first name and last name, function and place of employment, any other data contained in the report.	Articles 287 and 325 of the Treaty on the Functioning of the European Union (TFEU); Regulation (EU) 2021/805 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe, in particular Article 54; Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Article 30; Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (part 2); - Governing Board Decision n° 9/2024 on the Global Health EDCTP3 JU anti-fraud strategy (GH-EDCTP3-GB.09.2024); - Financial Rules of Global Health EDCTP3 JU, in particular Chapter 4 (Article 19.24 and 26), Chapter 7 (Articles 40) and Chapter 9 (Article 38); - Council Regulation (Euratom, EC) No 1287/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities; - Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF); - The Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee, the Committee of the Regions and the Court of Auditors on the Commission anti-fraud strategy; - The European Anti-Fraud Office (hereafter "OLAF") Methodologies and guidance for anti-fraud strategies for DGs and EU decentralised agencies; - Governing Board decisions n°11/2023 on internal control framework, n°16/2023 on accession to the interinstitutional agreements and n°27/2023 on the internal investigation by OLAF; - Executive Director decisions n°11/2023 on appointing the OLAF Correspondent of the Global Health EDCTP3 JU and n°22/2023 on the adoption of the Global Health EDCTP3 JU ICF Action Plan.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply: Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Articles 31(1)(a), (e), (f), (g) and (h). Commission decision 2018/1961 of 11 December 2018 laying down internal rules concerning the provision of information to data subjects and the restriction of certain of their rights in the context of the processing of personal data for the purpose of internal audit activities.	European Commission and its services: European Anti-Fraud Office; Government organisations: Competent national authorities, Government organisations; Competent third country authorities; Competent international organisations; Global Health EDCTP3 JU staff members: Data Protection Officer, Internal Control and Audit Manager, Head of Administration and Finance, Administration and Finance Support team.	7 years after the end of the investigation.	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 Access on a need-to-know basis and measures are also adopted by OLAF	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	
DPO-04-04	Whistleblowers procedures	Collecting data for the purposes of establishing reporting channels for whistleblowers, managing and following up reports, and ensuring protection and adequate remedies for whistleblowers.	Personal data is collected to ensure the protection and adequate remedies for whistleblowers, the management and follow-up of reports and to establish reporting channels for whistleblowers.	Global Health EDCTP3 JU	no	Global Health EDCTP3 JU staff.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU Human Resources Officer.	PERSONAL DATA: - Profession: Legal obligation Article 5.1 (b) of Regulation 2018/1725; - Personal details: Legal obligation Article 5.1 (b) of Regulation 2018/1725; - For the whistleblower: first name and last name, function and place of employment / administrative address, email; - For the person allegedly committing wrongdoing: first name and last name, function and place of employment, email, any other data necessary for the demonstration of the wrongdoing. - For the witness: first name and last name, function and place of employment, any other data necessary for the justification of his/her quality as a witness. - For the third party: first name and last name, function and place of employment, any other data contained in the report.	Articles 317 and 325 of the Treaty on the Functioning of the European Union (TFEU) regarding the protection of the financial interests of the Union and the fight against fraud affecting these interests; The Staff Regulations of Officials of the European Union (Staff Regulations) and the Conditions of Employment of Other Servants of the European Union (CEOs), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, in particular Articles 22 of the Staff Regulations and Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union (part 2); Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (part 2); - Governing Board Decision n° 12/2023 on staff implementing rules on whistleblowing (GH-EDCTP3-GB.12.2023); - Financial Rules of Global Health EDCTP3 JU, in particular Chapter 4 (Article 19.24 and 26), Chapter 7 (Articles 40) and Chapter 9 (Article 38); - Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF); - The Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee, the Committee of the Regions and the Court of Auditors on the Commission anti-fraud strategy; - The European Anti-Fraud Office (hereafter "OLAF") Methodologies and guidance for anti-fraud strategies for DGs and EU decentralised agencies; - Governing Board decisions n°11/2023 on internal control framework, n°16/2023 on accession to the interinstitutional agreements and n°27/2023 on the internal investigation by OLAF; - Executive Director decisions n°11/2023 on appointing the OLAF Correspondent of the Global Health EDCTP3 JU and n°22/2023 on the adoption of the Global Health EDCTP3 JU ICF Action Plan.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply: Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Articles 31(1)(a), (e), (f), (g) and (h).	European Commission and its services: European Anti-Fraud Office; European Data Protection Supervisor; European Court of Auditors; Court of Justice; European Commission and its services: Internal Audit Service; Intra and extra-murus external service providers (Global Health EDCTP3 JU contractors); (Ethics experts or law firms); Global Health EDCTP3 JU staff: Executive Director; Head of Admin and Finance, Internal Control and Audit Manager; OLAF correspondent and their back-up; Data subject themselves: The whistleblower, Personal relations data subject. Any person who may be concerned.	2 months after the final decision has been issued to all the parties involved.	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.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	
DPO-04-05	Anti-harassment procedures (hard data)	The collection of data takes place in the context of selecting and appointing confidential consultants or in the context of the informal procedure described in the Global Health EDCTP3 JU anti-harassment procedure.	The collection of "hard" data aims at the identification of the person, the management of the records and most importantly at the identification of recurrent and multiple cases. Personal data is collected for the purpose of the procedure detailed in the Global Health EDCTP3 JU policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment.	Global Health EDCTP3 JU	Processors: EC external service providers (contractors or subcontractors) under direct or Framework service procurement contracts (Belgium).	Global Health EDCTP3 JU staff.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Human Resources Officer.	PERSONAL DATA: - Profession: Public Interest Art. 5.1(a) of Regulation 2018/1725; - Personal details: Public Interest Art. 5.1(a) of Regulation 2018/1725.	1) Article 124 and 24 of the EU Staff Regulations; 2) Governing Board decision n° 11/2023 on staff implementing rules on harassment; 3) Executive Director decision n°12/2023 on the adoption of the Global Health EDCTP3 JU ICF Action Plan.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply: Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Articles 31(1)(a), (e), (f), (g) and (h).	European Commission and its services: European Anti-Fraud Office; Internal Audit Service; European Court of Auditors; Professional advisors data subject; Advisors/psychologists (exceptional circumstances); Judicial national authorities (exceptional circumstances); External evaluators or experts assisting the JU; Ethics experts or law firms; Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff: Legal and Data Protection Officer, Human Resources Officer; Confidential counsellors.	For files that have not given rise to administrative investigations: 5 years from the closure of the file; For files with administrative investigations without disciplinary consequences: 15 years after the closure of the file; For disciplinary procedures: 20 years after the closure of the file.	Obligation of confidentiality of the staff; Staff dealing with this processing operation is designated on a need-to-know basis.	no	

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DPO-04-06	Anti harassment procedures (soft data)	Collection of data takes place in the context of selecting and appointing confidential counsellors or in the context of the informal procedure described in the Global Health EDCTP3 JU anti-harassment procedure. Soft data are allegations and declarations based upon the subjective perceptions of data subjects, usually collected by means of the personal notes of the counsellors.	Personal data is collected for the purpose of the procedure detailed in the Global Health EDCTP3 JU policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment.	Global Health EDCTP3 JU	Processors: EC external service providers (contractors or subcontractors) under direct or framework service procurement contracts (Belgium).	Global Health EDCTP3 JU staff.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Human Resources Officer.	Personal data: - Profession: Public Interest Art. 5.1(a) of Regulation 2018/1725; - Personal details: Public Interest Art. 5.1 (b) of Regulation 2018/1725.	1) Article 12(a) and 24 of the EU Staff Regulations; 2) Governing Board decision n° 11/2020 on staff implementing rules on harassment; 3) Executive Director decision n° 12/2023 on the adoption of the Global Health EDCTP3 JU ICZ Action Plan.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n° 18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Articles 8(1)(i), (e), (g) and (h).	Global Health EDCTP3 Executive Director; Global Health EDCTP3 JU staff; Legal and Data Protection Officer(s); Human Resources Officer; External evaluators or experts assisting the Global Health EDCTP3 JU. Ethics experts or law firms; judicial national authorities (exceptional circumstances); Professional advisors data subject: Advisor(psychologists) (exceptional circumstances); European Court of Auditors; European Commission and its services; Internal Audit Service, European Anti Fraud Office; Confidential counsellors.	3 months after the closure of the case.	Staff dealing with this processing operation is designated on a need-to-know basis; Obligation of confidentiality of the staff.	no	
DPO-04-07	Data protection officer's investigations and handling of complaints	Collecting personal data for the handling of the DPO investigations and handling of complaints.	In the context of his/her tasks, the DPO may perform investigations on request, or upon the DPO's own initiative, into matters and occurrences directly relating to the DPO tasks. The DPO also handles complaints on infringement of data protection rules.	Global Health EDCTP3 JU	no	Global Health EDCTP3 JU staff.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU Legal and Data Protection Officer(s).	Personal data: - Profession: Legal obligation Article 5.1 (b) of Regulation 2018/1725; - Personal details: Legal obligation Article 5.1 (b) of Regulation 2018/1725.	1) Article 45(2) and 57(1) of Regulation 2018/1725; 2) Decision 15/2023 on the Global Health EDCTP3 JU DPO implementing Rules and in particular Articles 6 and 7.1(e).	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n° 18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Article 8(1)(i).	Global Health EDCTP3 JU staff; Legal Officer; Global Health EDCTP3 JU Management.	10 years after the end of the investigation, in case of data breach; 3 years for all other types of investigation. 10 years after the closure of the file in case of admissible complaints; 5 years for inadmissible complaints.	Obligation of confidentiality of the staff; Staff dealing with this processing operation is designated on a need-to-know basis.	no	
DPO-04-08	Policy on sensitive functions	Collecting personal data for the management of sensitive posts	Personal data is collected to ensure the functioning of an effective and efficient internal control system, in particular on functions that are genuinely sensitive, i.e. where the risk of fraud or irregularities in the use of funds and sensitive information is significant.	Global Health EDCTP3 JU	no	Global Health EDCTP3 JU staff.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Human Resources Officer.	Personal data: - Profession: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal details: Public Interest Article 5.1 (a) of Regulation 2018/1725.	1) Council Regulation (EC) No 2886/95 of 18 December 1995 on the protection of the European Communities financial interests; 2) Regulation (EU) 2021/895 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe, in particular Article 54; 3) Council Regulation (EU) 2012/2085 establishing the Global Health EDCTP3 JU, in particular Article 19(4)(g) on risk management and Article 42 on conflict of interest; 4) Global Health EDCTP3 Financial Rules, in particular Article 27 on conflict of interest; 5) Global Health EDCTP3 JU implementing rules: Governing Board decision n° 3/2024 adopting rules on the prevention and management of conflicts of interests of the staff members of the Global Health EDCTP3 JU; 6) Decision of the Executive Director EQ/13/2024 on the adoption of the Global Health EDCTP3 joint Undertaking Guidance on sensitive functions	N/A	European Commission and its services: DG Human Resources in exceptional cases for guidance and advice; Global Health EDCTP3 JU staff: Human Resources officer, Legal officer(s); Global Health EDCTP3 JU Management.	3 years for all data processed.	Audit by the Internal Audit Service and European Court of Auditors; Periodic management review and assessment made by the Executive Director; Annual assessment of risk factors through the risk assessment exercise; Decision making process based on a control chain; Segregation of duties; Signature of absence of conflict of interest.	no	
DPO-05 Information Technology															
DPO-05-01	User Network and Systems Access	Provisioning of necessary access to the Global Health EDCTP3 JU employees to designated business IT systems of the organization based on incoming requests from Human Resources team or management requests/access authorizations.	Personal data is collected to provide Global Health EDCTP3 JU employees with necessary access to ICT systems and services in order for them to carry out their statutory duties. This includes access provisioning to ICT systems like ECA/EP Login or ABAC.	Global Health EDCTP3 JU	Processor: European Commission and its services DIGIT.	Global Health EDCTP3 JU staff and any person granted access to the network.	Global Health EDCTP3 JU Network and security manager; Global Health EDCTP3 JU IT system and database administrators.	Personal data: - Profession: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal details: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Personal characteristics: Public Interest Article 5.1 (b) of Regulation 2018/1725.	Service Level Agreement between Global Health EDCTP3 JU and European Commission.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n° 18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU, in particular Article 8(1)(i).	European Commission and its services: DIGIT; Global Health EDCTP3 JU Staff members: Network and security manager, IT system and database administrator; External contractors under framework contract with the European Commission.	1 month after user's departure.	Access control and technical measures such as physical locks and/or secure connections and firewalls; Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Password renewed regularly; Confidentiality of communications and privacy.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	
DPO-05-02	Web Conference Service (Webex)	Within the Global Health EDCTP3 JU, the web conferencing system is used for the organization of videoconferencing meetings with external participants. The tool is called Webex. It can be defined as an all-in-one conferencing tool that integrates audio, video and content sharing. It allows easy access from a computer or mobile device that has internet access and a browser. All videoconferencing participants meet in a virtual room securely accessible to guests. A staff member who would like to organize conferences must first have a personal account on the system which allows the activity requested to be linked to a responsible person. The organizer of the videoconference (exclusively Global Health EDCTP3 JU staff) will have to create a virtual room and invite external participants according to his needs. These invitations will be targeted based on the participant's email address and will allow access to the session. The recording of a conference is only possible by its organizer.	Organization of videoconferencing meetings. The purpose of data processing could be classified into several different sections: - Identification of the participants and the organizer in order to allow the actual operation of the conference; - Identification of potential technical improvements and failures in the services; - Production of statistics for invoicing the services provided by the contractor; - Collection of representative data and conference statistics (excluding their content) in order to improve the user experience and service performance by performing analyses of the aggregation of this information; - Address support requests for the service; - Service support performance analysis.	Global Health EDCTP3 JU	Processor: Cisco Webex.	Global Health EDCTP3 JU staff; Members of the Governing Board; Other participant, observer or expert invited to the meetings of the bodies of the Global Health EDCTP3 JU.	Global Health EDCTP3 JU ICT and Security officer.	Personal data: - Personal details: Public Interest Article 5.1 (a) of Regulation 2018/1725. Exact data categories: - User information: Name, Email address, Password, Browser, Phone number (optional), Geographic region, Billing information, User information included in the customer's active directory (if synced), Unique User ID (UUID); - Host and Usage Information: User Agent Identifier, Hardware Type, Operating System Type and Version, IP addresses along the network path, Mac Address, Geographic Region; - Meeting Session Information: Host Name, Meeting Site URI, Meeting Start/End Time, Username, Of attendees, Meeting Start/End Time, Subscription Info, Troubleshooting and Diagnostics information, Call Attendee Information including Email Addresses, Phone numbers, Meeting host (organizer) and meeting attendee information to be used for billing purposes; - User-Generated information: Meeting and call recordings, Transcriptions of call recordings, Uploaded files; - Cisco Technical Assistance (TAC) information: Name, email and phone number of the employee appointed to Open the Service Request, Authentication information (excluding passwords), Information About the Condition of the System (if applicable), Registry Data About Software.	According to Article 17 of the Treaty on European Union the Union bodies "shall promote the general interest of the Union and take appropriate initiatives to that end. It shall ensure the application of the Treaties, and of measures adopted by the institutions pursuant to them. It shall oversee the application of Union law under the control of the Court of Justice of the European Union. It shall exercise the budget and manage programs, it shall exercise coordinating, executive and management functions, as laid down in the Treaties [...]". In addition, this processing operation for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies. More specifically, the objective of all processing activities related to Webex is to support the management and the functioning of the Global Health EDCTP3 JU, by adjusting the internal mechanisms and management systems to the new technological environment and advancements, by providing to staff the necessary means and tools to perform their daily tasks and by organizing EU's operations according to the principles of sound financial management. Article 38.1 (a)(b) and (c) of the Regulation 2018/1046 that refers to the performance and principles of economy, efficiency and effectiveness is also applicable here.	N/A	Third countries.	After Generated information are deleted within 60 days from when the service is terminated. Host and Usage information is kept for 3 years. Following termination of service in pseudonymized form in order to maintain record of service delivery. Technical Assistance (TAC) information are stored for up to 10 years. The content of the video/audio conference (documents, links, files etc.) will be deleted after the termination of the session, unless they are downloaded/saved by the meeting organizer or a specific recording of the meeting takes place. The chat messages exchanged among participants during a meeting are deleted after the meeting/session is ended/terminated.	Staff dealing with this processing operation is designated on a need-to-know basis; Access control and technical measures such as physical locks and/or secure connections and firewalls; Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned; Secure communication channel between server and client	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	
DPO-05-03	Microsoft 365 - Global Health EDCTP3 JU staff and guest users	Global Health EDCTP3 JU has decided to operate M365 provided by Microsoft Ireland. M365 offers cloud-based solutions that enable staff members of JU to: 1. Document Processing – to create, read, review and amend documents, presentations, spreadsheets and other document types in various formats and for various purposes (Access, Sway, Forms); 2. Email, Calendar, Contacts – to manage and exchange e-mail, calendar, contacts, tasks and notes (Exchange Online); 3. File Sharing – to create, read, review, amend, store and share documents and files of various types in view of collaboration among staff (SharePoint Online, OneDrive, OneNote, Stream, Teams, PowerApps, Yammer); 4. Chat and Messaging – to interact, share files, chat and exchange messages with colleagues, partners, stakeholders and other parties (Teams, Yammer); 5. Virtual Meetings – to set up and participate in virtual meetings and teleconferences (Teams); 6. Project and Task Management – to facilitate project and task management by staff (Exchange Online) and 7. Data Analytics and Visualisation – to analyse	The operation of M365 requires the processing of personal data by Global Health EDCTP3 JU for the following purposes: 1. provision, enabling, set-up, configuration and maintenance of M365 capabilities, including facilitating and coordinating field tasks (Identification Data, Service-Generated Data, Content Data); 2. administration of the rights allocated to a user account (identity and access management) (Identification Data); 3. end-user support and IT Teams support for issues with M365 (Identification Data, Service-Generated Data, Diagnostic Data); 4. prevention, detection and resolution of security events (e.g. cyber attacks), to ensure the confidentiality, integrity and availability of M365 (Identification Data, Service-Generated Data); and 5. responding to data subjects exercising their rights in relation to personal data processed within M365 (Identification Data, Service-Generated Data).	Global Health EDCTP3 JU	Microsoft Ireland Operations Ltd. as a processor for and on behalf of Global Health EDCTP3 JU process personal data for internal business operations in the context of providing M365. These business operations consist of (nonhaustive list): 1. billing and account management (Identification Data, Service-Generated Data); 2. compensation (Service-Generated Data); 3. internal reporting and business modelling (Service-Generated Data); 4. combating fraud, cybercrime, and cyberattacks (Identification Data, Service-Generated Data); 5. improving core functionality of accessibility, privacy and energy efficiency (Service-Generated Data); and 6. financial reporting and compliance with legal obligations (Identification Data, Service-Generated Data).	Global Health EDCTP3 JU staff: temporary agents, officers and managers; Global Health EDCTP3 JU internal collaborators being granted access to M365 platform as guests.	Global Health EDCTP3 JU Network and security officers and managers; Global Health EDCTP3 JU IT system and database administrators.	Personal data: - Personal details: Public Interest Article 5.1 (a) of Regulation 2018/1725; - Video tapes and photographs: Public Interest Article 5.1 (c) of Regulation 2018/1725.	Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU, in particular Article 19(6).	N/A	Other private organisations: Microsoft's personnel based outside the EEA (most importantly, the USA) managing the databases on Microsoft cloud servers and Microsoft's sub-processors' personnel on a need-to-know basis.	1. Identification Data: for as long as the user account is active; 2. Content Data: up to 180 days upon expiration/termination of the subscription; 3. Service-Generated Data: 6 months from generation.	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the JU; Access control and technical measures such as physical locks and/or secure connections and firewalls; Obligation of confidentiality of the staff; Computer systems hardened.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	

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DPO-06 Document management															
DPO-06-01-a)	Document management system (day-to-day document management)	Repository and filing of documents are received and sent out from and to external persons as well as internal mail/documents exchanges.	Personal data is collected to ensure appropriate follow-up, filing and registration of important communication (internal/external) and documents.	Global Health EDCTP3 JU	no	Joint controller: European Commission and its services; DG DIGIT. Processes: - EC external service providers (contractors or subcontractors) under direct or framework service procurement contracts (Belgium); - IT Tools (ABAC, IAM, etc.) (Belgium).	Any person making use of the document repository, in particular Global Health EDCTP3 JU staff and correspondents.	Global Health EDCTP3 JU staff.	Global Health EDCTP3 JU staff.	1) Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU; 2) Governing Board Decision: 2/2022, adopting the Financial Rules of the Global Health EDCTP3 JU, including requirements for the retention of records supporting financial operations; 3) Council Regulation (EEC, Euratom) No 254/83 concerning the opening to the public of the historical archives of the European Economic Community and the European Atomic Energy Community, and in particular Article 12(2)(a) and Article 7; 4) Regulation (EC) 1049/2001 of the European Parliament and of the Council regarding public access to European Parliament, Council and Commission documents, and in particular Article 23 and Article 11(1); 5) Executive Director decision n° 25/2023 on Global Health EDCTP3 JU document management policy; 6) Governing Board Decision n° 11/2023 on Global Health EDCTP3 JU internal control framework.	N/A	Global Health EDCTP3 JU staff; European Commission and its services; Investigation and Disciplinary Office, OLAF; IT service providers of DG DIGIT, DG DIGIT.	As long as needed to fulfil the purpose and depending on the document, according to the Global Health EDCTP3 document retention policy.	Access control and technical measures such as physical locks and/or secure connections and firewalls; Staff dealing with this processing operation is designated on a need-to-know basis.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en
DPO-06-01-b)	Document management system (document management policy, archive policy and their implementation)	Repository and filing of documents are received and sent out from and to external persons as well as internal mail/documents exchanges.	Personal data is collected to ensure appropriate follow-up, filing and registration of important communication (internal/external) and documents.	Global Health EDCTP3 JU	no	Joint controller: European Commission and its services; DG DIGIT. Processes: - EC external service providers (contractors or subcontractors) under direct or framework service procurement contracts (Belgium); - IT Tools (ABAC, IAM, etc.) (Belgium).	Any person making use of the document repository, in particular Global Health EDCTP3 JU staff and correspondents.	Global Health EDCTP3 JU staff.	Global Health EDCTP3 JU staff.	1) Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU; 2) Governing Board Decision: 2/2022, adopting the Financial Rules of the Global Health EDCTP3 JU, including requirements for the retention of records supporting financial operations; 3) Council Regulation (EEC, Euratom) No 254/83 concerning the opening to the public of the historical archives of the European Economic Community and the European Atomic Energy Community, and in particular Article 12(2)(a) and Article 7; 4) Regulation (EC) 1049/2001 of the European Parliament and of the Council regarding public access to European Parliament, Council and Commission documents, and in particular Article 23 and Article 11(1); 5) Executive Director decision n° 25/2023 on Global Health EDCTP3 JU document management policy; 6) Governing Board Decision n° 11/2023 on Global Health EDCTP3 JU internal control framework.	N/A	Global Health EDCTP3 JU staff; European Commission and its services; Investigation and Disciplinary Office, OLAF; IT service providers of DG DIGIT, DG DIGIT.	5 years after the end of the use of the policy.	Access control and technical measures such as physical locks and/or secure connections and firewalls; Staff dealing with this processing operation is designated on a need-to-know basis.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en
DPO-07 Governance and other Institutional Issues															
DPO-07-01	Access to Documents	This processing operation takes form in the receipt of requests by any external person to access Global Health EDCTP3 JU (public) documents, the analysis of the request, taking a decision on the request, and informing the applicant of the decision and acknowledgment of receipt.	The purpose of the processing operation is to ensure appropriate treatment of requests for access to public documents of the Global Health EDCTP3 JU.	Global Health EDCTP3 JU	no	Any natural person acting on a private basis or on behalf of a legal person submitting a request for access to Global Health EDCTP3 JU (public) documents.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Document access coordinator.	Global Health EDCTP3 JU staff.	Global Health EDCTP3 JU staff.	1) Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU, in particular Article 14; 2) Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU, in particular Article 14; 3) Governing Board decision on implementing rules on access to documents.	Possible restrictions as laid down in Article 25 Regulation 2018/1725 can apply. Global Health EDCTP3 JU Governing Board decision n°18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff; Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Document Access Coordinator.	5 years after the closure of a case-file.	Staff dealing with this processing operation is designated on a need-to-know basis; Access control and technical measures such as physical locks and/or secure connections and firewalls.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en
DPO-07-02	Organization of meetings of Global Health EDCTP3 JU governance's bodies and advisory bodies	Personal data is processed for the purpose of organising and managing meetings and coordinating any required follow-up activities, as well as for accountability and communication/transparency/awareness/education/promotion purposes. Processing of personal data is necessary in the framework of registration and accommodation of meeting participants; logistics support before, during and after the meeting; minutes taking and distribution of minutes, dissemination of agendas, presentations and/or reports; web publication; publication on media channels such as streaming; enabling the Global Health EDCTP3 JU to provide participants with further information on particular meetings in the future. Personal data may be part of a contact details database shared internally in Global Health EDCTP3 JU in order for the latter to contact data subjects in case of future meetings. The experts participating in the Scientific Committee can have their participation expenses reimbursed following their registration in the Commission's Experts Register and completion of tasks in line with a signed Expert Contract. For the overall management of experts' contracts including reimbursement of expenses, there is joint co-ownership between Global Health EDCTP3 JU and the European Commission. The relevant policy is published in the online public Register of the	Personal data is collected and managed for the purpose of organising the Global Health EDCTP3 JU governance and advisory bodies' meetings and meetings with the Global Health EDCTP3 JU Executive Director or staff.	Global Health EDCTP3 JU	no	Processor: external contractors (G4S -Belgium), responsible for the management of the building. Other participants, observer or expert invited to the meetings of the bodies of the Global Health EDCTP3 JU; Global Health EDCTP3 JU staff participating in the meetings.	Members of the Governing Board, Members of Scientific Committee, Members of Stakeholders' Group; Other participants, observer or expert invited to the meetings of the bodies of the Global Health EDCTP3 JU; Global Health EDCTP3 JU staff participating in the meetings.	Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Management; Global Health EDCTP3 JU Governance Officer, Global Health EDCTP3 JU Assistant to the Executive Director.	Global Health EDCTP3 JU staff.	1) Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU, in particular Articles 14 and 19(6). 2) Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU, in particular Article 42; 3) Article 65 of the EU Financial Regulation and Article 27 of the Global Health EDCTP3 JU Financial Rules on conflict of interest; 4) Governing Board decision of 23/2022 adopting the Code of Conduct applicable to the participants of the meetings of the Governing Board of the Global Health EDCTP3 JU; 5) Global Health EDCTP3 JU implementing rules: Governing Board decision n° 04/2024 adopting rules on the prevention and management of conflicts of interest of the members of the Global Health EDCTP3 JU bodies.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff; Assistant of the Executive Director, Legal Officer and Data Protection Officer(s); other members and observers of the Global Health EDCTP3 JU governance bodies, External evaluators or experts assisting the Global Health EDCTP3 JU; Auditors, European Commission and its services; Research Executive Agency (REA) providing administrative and logistical support to the Global Health EDCTP3 JU, including the contracting and payment of experts; Police.	for the organization of the meetings, personal data is kept until the end of your mandate in one of the governance or advisory bodies. The minutes of the meetings are kept for five years after the meeting has taken place. Health data are deleted directly after the meeting.	Staff dealing with this processing operation is designated on a need-to-know basis; Access control and technical measures such as physical locks and/or secure connections and firewalls.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en	
DPO-07-03	Declarations on conflict of interests and confidentiality of participants in the governance and advisory bodies of JU	Collecting and screening declaration of confidentiality and non-conflict of interests signed by all members of the Global Health EDCTP3 JU bodies before appointment, after appointment (in a yearly basis) and spontaneously at any time in the course of their duties (ad hoc Declaration). The names of the Members of the Governing Board, the Scientific Committee, the Stakeholders Group together with the name of their employer or any organization which pays them shall be published on the JU's website. The CVs and declarations of interest by the Members of the Governing Board shall be available for public scrutiny in the Global Health EDCTP3 JU website with due respect to the applicable EU rules on protection of personal data and access to documents	Personal data is processed for the sole purpose of applying the rules for the prevention and management of conflicts of interest applicable to the members of the bodies of the Global Health EDCTP3 JU (Governing Board, Scientific Committee and Stakeholders Group) in order to ensure the handling of situations where potential conflicts of interest may arise in a transparent and consistent manner.	Global Health EDCTP3 JU	no	Members of the Governing Board, Members of the Scientific Committee, Members of the Stakeholders Group; Other participants, observers or experts invited to the meetings of the bodies of the Global Health EDCTP3 JU; Relatives of the data subjects.	Global Health EDCTP3 JU Legal and Data Protection Officer(s); Global Health EDCTP3 JU Governance Officer; Global Health EDCTP3 JU Administration and Financial Support staff.	Global Health EDCTP3 JU staff.	Global Health EDCTP3 JU staff.	1) Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU, in particular Article 42; 2) Article 65 of the EU Financial Regulation and Article 27 of the Global Health EDCTP3 JU Financial Rules on conflict of interest; 3) Governing Board decision of 23/2022 adopting the Code of Conduct applicable to the participants of the meetings of the Governing Board of the Global Health EDCTP3 JU; 4) Global Health EDCTP3 JU implementing rules: Governing Board decision n° 04/2024 adopting rules on the prevention and management of conflicts of interest of the members of the Global Health EDCTP3 JU bodies.	Global Health EDCTP3 JU Executive Director; Global Health EDCTP3 JU staff; Administrative staff, Legal officer(s); Individuals/organizations in direct relationship with controller: Chairperson and Vice Chairperson of the relevant body; the general public. The name of the Members of Governing Board, Scientific Committee, Stakeholders Group together with the name of their employer or any organization which pays them shall be published on the Global Health EDCTP3 JU's website. The CVs and declarations of interest by the Members of the Governing Board shall be available for public scrutiny in the JU web site with due respect to the applicable EU rules on protection of personal data and access to documents.	5 years after end of contract	Staff dealing with this processing operation is designated on a need-to-know basis; Data kept according to the security measures adopted by the European Commission; Access control and technical measures such as physical locks and/or secure connections and firewalls; Secure transfer of data.	no	
DPO-07-04	Selection of members of the Scientific Committee and of the Stakeholders' Group of the Global Health EDCTP3 Joint Undertaking (JU)	In order to select among the applicants who best fulfil the selection criteria mentioned in the respective calls for expressions of interest, the Global Health EDCTP3 JU collects and assesses personal information of candidate members of the Scientific Committee and Stakeholders' Group, respectively. For candidates, personal data is stored by the staff of Global Health EDCTP3 JU managing the Scientific Committee and Stakeholders' Group. After selection, by accepting the nomination or appointment, the Scientific Committee or Stakeholders' Group members agree with the publication of their names, country and affiliation on the Global Health EDCTP3 JU website.	Personal data is collected for the sole purpose of selecting the members of the Global Health EDCTP3 JU Scientific Committee and the members of the Stakeholders' Group.	Global Health EDCTP3 JU	no	Candidates 1) selected for the position of member and 2) placed on the reserve list of the Scientific Committee or the Stakeholders' Group of Global Health EDCTP3 JU.	Global Health EDCTP3 JU staff responsible for the selection process; Legal Officer and Data Protection Officer(s).	Global Health EDCTP3 JU staff.	Global Health EDCTP3 JU staff.	1) Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe, including Global Health EDCTP3 JU, in particular Article 105.	N/A	The Global Health EDCTP3 JU Executive Director; External evaluators or experts assisting the Global Health EDCTP3 JU; Auditors, European Commission and its services; Police. Access to personal data is also provided to the members of the Governing Board or their representatives who are involved in the selection of members of the Scientific Committee or the Stakeholders' Group. Members of the Governing Board or their representatives are bound by the Rules of Procedure of the Governing Board to confidentiality of all its proceedings and sign a declaration of confidentiality and of conflict of interest to this effect. The name, country and affiliation of the selected members are made publicly available on the website of the Global Health EDCTP3 JU.	For rejected applications for maximum 3 years after the end of the selection process. The names of the members of the Scientific Committee, the Stakeholders' Group and the other governance bodies of the Global Health EDCTP3 JU and other types of personal data are published on the website of the Global Health EDCTP3 JU during the duration of existence of the respective bodies. When an individual is no longer member of the Scientific Committee, the Stakeholders' Group or one of the other governance bodies, all personal data related to this individual, is removed from the website and is therefore not public anymore. The Global Health EDCTP3 JU services keep personal data for the period during which the relevant individual is a member of the Scientific Committee, the Stakeholders' Group or other governance body of the Global Health EDCTP3 JU and for 5 years after the date on which the individual is no longer member.	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.	https://www.global-health-edctp3.europa.eu/about-us/legal-notice-and-privacy_en