

## PRIVACY NOTICE – Mission workflow and e-invoices tool (record reference number: 23)

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*Mission workflow and e-invoices tool involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725<sup>1</sup> (the “Regulation”).*

This privacy notice explains how the SESAR 3 JU uses any information you give to us, and the way we protect your privacy. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

SESAR 3 JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

We provide the following information based on articles 14 to 16 of the Regulation.

### What is the purpose of the processing?

- Provide the travel services required to make sure that SESAR 3 JU staff is able to travel away from their place of employment for professional reasons (missions and authorised travels).
- Ensure the most cost-effective management of the missions of its staff, SESAR 3 JU relies on external service providers.

### Which personal data do we process?

- Title, Name (mandatory), First Name (mandatory), Birth date (mandatory), Gender (mandatory), Citizenship, Address, business email address, business phone number (mandatory), Loyalty cards, Passport / ID number
- Bank account or Credit Card four first numbers and expiry date to show proof of payment for mission expenses (payment hotel invoice, parking)

### Why do we process your personal data and under what legal basis?

- Public Interest article 5 (a) of Regulation 2018/1725 and European Commission Decision C (2017) 5323 of 27.09.2017 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulation of Officials (mission expenses) and on authorised travel.

### Who is the controller and other actors involved in the processing?

Controller: The Single European Sky ATM Research 3 Joint Undertaking, legally represented by Andreas Boschen, Rue de la Fusée 96 - B-1130 Brussels.

Separate Controller: The Office for the Administration and Payment of Individual Entitlements of the European Commission (PMO).

Processor(s) of personal data:

- American Express Global Business Travel ('GBT').
- Amadeus IT Group S.A.

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<sup>1</sup> Regulation (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (“EUDPR”).

## How is SESAR JU processing the personal data?

Automated processing is made via external processors as an outcome of an interinstitutional procurement procedure:

- MiPS+: Tool owned by the European Commission, Administration and Payment of Individual Entitlements (PMO) and covered by record “DPR-EC-00990 - Management of missions and authorised travel: <https://ec.europa.eu/dpo-register/detail/DPR-EC-00990.3>
- Online Booking Tool (‘OBT’) and E-invoicing tool: Owned by the travel agency and covered by their privacy policy: <https://privacy.amexgbt.com/statement>.

### Steps:

1. Preparation of the mission order in MiPS+ by the staff on mission for their Hierarchical Supervisor(s), if applicable, and Authorising Officer’s approval/rejection.
2. Reservation and purchase of means of transport (plane, train, car rental etc ...) and accommodation (hotel...) by the mission performer by using the OBT tool or via the travel agency (American Express GBT), accordingly:

#### 2.a. The OBT:

- Staff on Mission should book their means of travel (flight and/or train tickets or make car rental reservation) via the OBT. For “Low-Cost” airlines, bookings can be made either by the traveller by using his/her their personal credit card through the OBT, when possible, or, the agreed Travel Agency or, through the website of the Airline Company.
- Hotel bookings can be done either via the OBT or through other preferred channels or internet i.e. booking.com...)
- Tickets are issued by the travel agency and sent to Staff on Mission and the Mission Coordinator.
- Staff on mission will print the ticket(s) either via the Airline’s website or via [www.checkmytrip.com](http://www.checkmytrip.com) or will use the AMEX GBT Mobile Application.

#### 2.b. The Travel Agency:

- The Staff on Mission sends an e-mail to the Travel Agency requesting flight/rail options and price quotes with the following personal data: Family Name, Forename (same as on passport)-Destination-Travel date.
  - The Mission Performer encodes the information from the Travel Agency in MiPS+.
  - The request goes to the Hierarchical Supervisor(s); if applicable, and then, to the Authorising Officer for approval/rejection.
3. Upon confirmation of the trip, the travel agency sends, through a system called “E-Invoicing tool” the invoice containing the name of the Mission Performer, the travel destination, travel date and the amount to be paid. Access to this tool, as well as to the document itself, is restricted to the Facility & Mission coordination, as well as Finance teams.
  4. Upon return: Declaration of mission expenses (DF), upload mission report and supporting evidence (invoices) in MiPS+, approval by Hierarchical Supervisor(s), if applicable, and Authorising Officer. MiPS+ triggers the payment process through ABAC. The SESAR 3 JU Finance team processes the payment.

See <https://www.sesarju.eu/dataprotection> for more information.

### How do we protect and safeguard your information?

- 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

### Who can access your personal data and to whom is it disclosed?

The following might have access to your personal data:

- Designated staff members on a need to know basis such as managers of data subjects.
- EU institutions and bodies: The PMO as owner of MIPS+. If appropriate, access will also be provided to the EC Court of Auditors, the SESAR 3 JU Internal Auditor, the European Ombudsman, the Civil Service Tribunal, the European Anti-Fraud Office and the European Data Protection Supervisor.
- Third parties in third countries with both adequacy decision and binding corporate rules<sup>2</sup>. As the personal data of the SESAR 3 JU staff is transferred to American Express GBT with the objective of providing the travel requested, the data will be processed by them. American Express GBT data centers are located in the United States and Germany. Please refer to the privacy statement of GBT for more information: <http://privacy.amexgbt.com/statement>

### What are your rights and how can you exercise them?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on him or her, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of the Regulation).

Information on action taken on the data subject's request to exercise her/his rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the JU will inform the data subject.

In case data subjects wish to exercise their rights, they should send an email to [Missions@sesarju.eu](mailto:Missions@sesarju.eu)

### How to withdraw your consent and the consequences of doing this

Data subjects have the right to withdraw their consent at any time by sending a written request to the above-mentioned email addresses. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

### Could your rights be restricted in very exceptional circumstances?

In accordance with Article 25(1) of [Regulation \(EU\) 2018/1725](#) restrictions of data subjects' rights may be provided for by internal rules adopted at the highest level of management of the SESAR 3 JU, i.e. the Governing Board. The SESAR 3 JU Governing Board with its Decision GB(D)06-2021 laid down the internal rules concerning the restrictions of certain rights of data subjects in the framework of the functioning of the SESAR 3 JU. The Decision is [publicly available in the Official Journal](#) in all the EU official languages.

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<sup>2</sup> <https://www.americanexpress.com/uk/legal/european-implementing-principles.html>

### How long is the data retained?

All documentation related to the mission will be kept for 5 years after last payment.

The information received by the travel agency shall be kept in accordance with the duration laid down in the contractual provisions in force.

### Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the SESAR JU at [sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu),
- the Missions team at [Missions@sesarju.eu](mailto:Missions@sesarju.eu)

In addition, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time by e-mail to [edps@edps.europa.eu](mailto:edps@edps.europa.eu) or a letter to the EDPS postal address marked for the attention of the EDPS DPO: European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium. For more information on the EDPS, please consult their website: <https://edps.europa.eu>