

*(To be filled out in the EDPS' office)*  
**REGISTER NUMBER: 1027**

*(To be filled out in the EDPS' office)*

**NOTIFICATION FOR PRIOR CHECKING**

**DATE OF SUBMISSION: 24/06/2013**

**CASE NUMBER: 2013-0699**

**INSTITUTION: SESAR JU**

**LEGAL BASIS: ARTICLE 27-5 OF THE REGULATION CE N° 45/2001<sup>(1)</sup>**

**INFORMATION TO BE GIVEN<sup>2</sup>**

1/ NAME AND ADDRESS OF THE CONTROLLER

SESAR JOINT UNDERTAKING  
100 AVENUE DE CORTENBERGH  
1000 BRUXELLES

2/ ORGANISATIONAL PARTS OF THE INSTITUTION OR BODY ENTRUSTED WITH THE PROCESSING OF PERSONAL DATA

SJU Finance and Administration Directorate – HR Sector

3/ NAME OF THE PROCESSING

Staff appraisal

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Personal data is processed in order to meet the requirements of the Staff Regulations (article 43) and the Conditions of Employment of other Servants of the European Communities (article 15 and 87) related to the assessment of the staff member's efficiency, competencies and conduct in the service.

<sup>1</sup> OJ L 8, 12.01.2001.

<sup>2</sup> Please attach all necessary backup documents

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

SJU temporary agents and Contracts Agents who have completed their probationary period and are in active employment for at least 1 month after the probationary period within the appraisal period.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (*including, if applicable, special categories of data (Article 10) and/or origin of data*).

Please refer to the Career Development Report form in Annex. The following personal data is recorded in the various parts of the form: surname and first name - personnel number - status - job title - function group and grade career history, job description, previous year objectives, self-assessment - reporting officer's comments on efficiency, competencies, conduct in the service, level of responsibilities, use of languages, additional duties and global appreciation / analytical evaluation of the appraisal period – Final approval by reporting officer and jobholder – Appeal (if requested)

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Before launching the yearly appraisal process, HR publishes on the Intranet the SJU appraisal guide (annexed to the present).

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

During the appraisal process, the data subject is given the right to submit his/her comments in writing on the report drafted by his/her reporting officer.

The data subject may also request to the data controller the rectification of any factual data processed during the process by sending an email to the following address: [CDR@sesarju.eu](mailto:CDR@sesarju.eu)

At the completion of the report, the data subject needs to sign the report and can request a copy of the final version of the form. The final version of the form is placed in the personal folder of the jobholder that he/she can consult at his /her request at the HR Sector.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The processing operation is essentially manual but the launching is done by email from the reporting officer to the staff. Exchange of the self-assessment and assessment between the reporting officer and the staff may be done through email but it shall be protected by a password which is sent by separate mail and only known by the involved parties.

When the exchanges are done manually it is by sealed confidential internal mail (special routing slip given by the HR Sector).

The finalised report is manually given to the HR Sector by sealed confidential internal mail.

10/ STORAGE MEDIA OF DATA

The finalised CDR report (hard copy signed by all parties) is filed by HR in the Jobholder's personal file which is stored in a safe in the HR office.

A scanned copy is also stored in the jobholder's personal file which is only available to the HR Sector.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

- Article 43 of the Staff Regulations
- Article 15 and article 87 of CEOS.
- Decision 4 of the SESAR Joint Undertaking Administrative Board of 29 March 2012 on general provisions for implementing Article 43 of the Staff Regulations and Articles 15 and 87 of the Conditions of Employment of Other Servants of the European Community.

12/ THE RECIPIENTS OR CATEGORIES OF RECIPIENT TO WHOM THE DATA MIGHT BE DISCLOSED

Reporting Officer, Appeal Assessors, Executive Director, Deputy Executive Director Administration and Finance Director, Human Resources staff, Court of Auditors OLAF, IAS, Civil service Tribunal, and Ombudsman.

Transfer may be allowed to other EU institutions, agencies or bodies in case of transfer of a specific staff member or in the continuity of contracts (especially for contract agents).

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

The final Career Development Report is placed in the personal file and will remain there for up to 10 years after the termination of employment or the last financial transaction, the latest prevailing.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS

Data subjects are able to exercise their rights at any time during the process by contacting the HR Sector. Justified requests for blocking, erasure or rectification of any factual data processed during the process shall be handled within 5 working days.

Evaluation data cannot be rectified.

Data subjects can also request to have access to their personal data by sending an e-mail to the HR Sector: [HR@sesarju.eu](mailto:HR@sesarju.eu).

14/ HISTORICAL, STATISTICAL OR SCIENTIFIC PURPOSES

*If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification.*

N/A

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

N/A

16/ THE PROCESSING OPERATION PRESENTS SPECIFIC RISK WHICH JUSTIFIES PRIOR CHECKING (*Please describe*):

AS FORESEEN IN:

↑

↑ Article 27.2.(b)

*Processing operations intended to evaluate personal aspects relating to the data subject,*

↑

↑ Article 27.2.(d)

*Processing operations for the purpose of excluding individuals from a right, benefit or contract,*

↑

↑ Other (general concept in Article 27.1)

17/ COMMENTS

The following annexes are included to the present notification: 1) Template of the Career Development Report 2) SJU appraisal Guide 3) SJU Administrative Board Decision on staff appraisal

PLACE AND DATE: BRUSSELS, 24/06/2013

DATA PROTECTION OFFICER: DANIELLA PAVKOVIC

INSTITUTION OR BODY: SESAR JOINT UNDERTAKING