

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1214

NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 08/01/2014

CASE NUMBER: 2014-0012

INSTITUTION: EC - DG OLAF

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

DPO-198.3 - OLAF : OLAF human resources needs analysis

General information

Creation : 21/01/2014

Last updated : 26/05/2016

Registration : 26/05/2016

Status : Register

Deleted : No

DG.Unit : OLAF.02

Controller : WEYNS Eddy

Delegate : FOL Nadia

DPO :

Keywords :

Corporate : No

Language : English

Model : No Model

EDPS opinion (prior check) : No

Target Population :

DPO Notes :

Processing

1 . Name of the processing

OLAF human resources needs analysis

2 . Description

In the framework of OLAF first HR Strategic Plan adopted by the Director General on 27.08.2014, OLAF is launching an analysis of the current human resources in order to assess the future HR needs taking into account the job profiles that will be needed. This analysis will be done a first time upon completion of the notification and prior check process, and then periodically in the future as the need arises. The data for OLAF staff will be collected by the Head of Unit and the data for middle management in each directorate will be collected by the responsible Director. The data will be gathered by interviewing the data subjects and recording their answers on a standard questionnaire (attached). Each HoU and Director will then complete an excel spreadsheet summarizing all responses for his/her respective unit/directorate (attached). The spreadsheet will include the names of the data subjects. Both the completed questionnaires and the completed excel sheets will be submitted to OLAF's HR Unit where they will be analysed. The HoUs and Directors will be instructed that they shall not retain any copies of the completed questionnaires or spreadsheets, and they should not use the information thereby gathered for any purpose other than providing it to the OLAF HR unit to perform the needs analysis. The conclusions of the analysis will be used by the HR unit to develop action plans which will be integrated in the next OLAF's HR Strategic Plan.

¹ OJ L 8, 12.01.2001.

List of attachments

- [HR needs - Excel sheet-check EDPS.xls](#)
- [Fiche individuelle - HR needs.check EDPS.doc](#)
- [Privacy Statement - HR needs Analysis- EDPS- 04-03-2015.docx](#)

3 . Sub-Contractors

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4 . Automated / Manual operations

Manual:

Collection of the data by the HoUs and Directors and recording it on the questionnaires; aggregation of the data on the excel spreadsheets.

5 . Storage

The data will be collected by the Head of Unit and Director on paper (questionnaires) and compiled electronically on the excel spreadsheets. The paper files shall be stored in a dossier in the HR unit; the electronic file shall be stored on the hard disc of the Head of the HR unit and one staff member responsible for working on the analysis. The OLAF management shall not retain any paper questionnaire or electronic excel spreadsheets.

6 . Comments

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Purpose & legal basis

7 . Purposes

The objectives of this analysis are to identify the missing skills/resources regarding the ideal profiles the organisation needs, to define individual and/or general training plans, to develop career development plans with staff members, to identify future talents (management skills, expertise, senior experience), to forecast mobility (retirement, end of contracts) to elaborate succession plans, to define specific recruitment needs, to identify "seniors" who could train/mentor their colleagues/newcomers and to assure the continuity of the service. The data will be used solely to achieve these objectives and will not be used to measure productivity or for performance evaluation purposes in the context of the Appraisal and Promotion exercises. The data gathered in the context of the HR needs analysis will feed individual training plans, the follow-up of which is part of the staff appraisal by the line managers.

8 . Legal basis / Lawfulness

Legal basis:

The processing operations on personal data linked to the establishment of the present collection of data are in accordance with Article 5a of Regulation 45/2011 and are necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities.

Lawfulness:

The processing operation is necessary and lawful under article 5(a) of Regulation (EC) 45/2001. The exemptions and restrictions under Article 20 do not apply. The processing is subject to prior checking under Article 27 of Regulation 45/2001.

Data subjects / Data Fields

9 . Data subjects

OLAF hierarchy: Directors and Heads of Unit.
OLAF staff: officials, temporary agents, contract agents and END's.

10 . Data fields / Category

Identification data: name, gender, age,
Professional background data: education, previous experience, previous training
Career data: status(official,TA,CA,END), category (AD-AST), languages, working conditions(part time,telework),
job title, seniority in the Unit.
Identification of the (foreseen) vacancy of the post

Rights of Data Subject

11 . Mandatory Information

Please see the attached privacy statement. In addition, an explanation of the purposes of the exercise will be provided orally by the hierarchy during a Unit/Directorate meeting, and during the dialogue with each staff member.

List of attachments

- [Privacy Statement - HR needs Analysis- EDPS- 04-03-2015.docx](#)

12 . Procedure to grant rights

Please see the attached privacy statement.

13 . Retention

The data collected from the individual sheet is kept during 6 months and Units Excel sheet are kept during one year after the transmission by the hierarchy to OLAF HR Unit.

14 . Time limit

One month.

15 . Historical purposes

NA

Recipients

16 . Recipients

Recipient(s) of the Processing:
Head of the OLAF HR unit and one member of the unit, who will perform the analysis. Actions resulting from the analysis of the data collected will be available in OLAF's HR Strategic Plan.

Category(ies) of recipients:
Authorised staff in OLAF (Human Resources Unit, hierarchy)

17 . Transfer out of UE/EEA

N/A

Security measures

18 . Technical and organizational measures

The paper files (individual questionnaires and hard copies of the Excel spread sheets) will be stored, immediately after reception, in one of the cupboards of the OLAF HR Unit colleague dealing with this file. The cupboard will always be closed. Access to this office by unauthorised persons is not possible as the office is always locked when the responsible OLAF HR colleague is not there, even for very short periods. Please see attachment

List of attachments

- [Technical and organizational measures v2.doc](#)

19 . Complementary information

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