

(To be filled out in the EDPS' office)

REGISTER NUMBER: 1234

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 24/04/2014

CASE NUMBER: 2014-0476

INSTITUTION: GSA EUROPEAN GNSS AGENCY

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

European GNSS Agency, Janovskeho 438/2, 17000 Prague, Czech Republic.

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

Human Resources

3/ NAME OF THE PROCESSING

Probationary Period Report

4/ PURPOSE OR PURPOSES OF THE PROCESSING

The purpose is to assess the efficiency, ability and conduct in the service during the probationary period of the staff members (TAs and CAs) with a view to confirm or not to confirm the contract.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Data related to the probationary report of GSA statutory staff members: temporary agents and contract agents.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA

(including, if applicable, special categories of data (Article 10) and/or origin of data)

Probationary Period Report

Probationer's details: Surname and first name, personnel number, current position, date of taking up current position, department/section, contract (TA/CA), function group and grade

Probationary period

Reporting Officer's name and his/her department/section of work

Assessment of the Reporting Officer regarding: efficiency, ability and conduct in the service of the Probationer

Breaks in the service

Reporting Officer's overall comments

Recommendation of the Reporting Officer and his/her signature

Comments of the Probationer and his/her signature

Comments of the Countersigning Officer and his/her signature

Decision of the Director and signature

Management Probationary Period Report

Probationer's details: Surname and first name, personnel number, current position, date of taking up current position, department, contract (TA), category and grade

Management trial period

Reporting Officer's name and his/her function

Opinion of the Reporting Officer regarding managerial competencies and his/her signature

Comments of the Probationer and his/her signature

Decision of the Director and signature

Data on absences (sick leave and/or maternity leave).

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

The privacy notice on data protection will be added to the GSA intranet - HR Section and the data subjects informed to this extent.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

(Rights of access, to rectify, to block, to erase, to object)

Data subjects are provided with a copy of their reports and are invited to make comments on them, as foreseen in Articles 14 and 84 CEOS. They can also obtain access to all the documents in their personal file even after leaving the service as provided for in Articles 11(1) and 81 of the CEOS.

The rectification of the factual data processed is possible upon request to the controller, whereas the (by nature subjective) evaluation data can be rectified within the respective appeal procedures. In any case, it should be ensured that the revised reports are being added to the personal file.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The data are processed manually: the information is provided by the data subject him/herself. All relevant documents are filed by the HR Department in the personnel file of the data subject and in a secured electronic database - HR Sharepoint.

10/ STORAGE MEDIA OF DATA

Electronic documents are stored online in a secure database - HR SharePoint.
Paper copies are stored in the Human resources Department Offices in locked cupboards accessible only by staff of Human Resources Department.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Staff Regulations and CEOS

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

HR Officer
Probationer
Hierarchical superior as the Reporting Officer of the Probationer evaluated
Hierarchical superior of the Reporting Officer as the Countersigning Officer
Director (AHCC)

For the performance of the respective supervisory, advisory or judicial tasks the recipients may include internal auditors, Legal Department, Civil Service Tribunal, the European Ombudsman or the EDPS.

All internal recipients are reminded of the purpose limitation obligation in terms of Article 7(3) of the Regulation 45/2001.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

The Probationary Period Reports are kept in the personal files in line with Article 26 of the Staff Regulations. A data retention policy is 10 years after the termination of the employment or as of the last pension payment.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS
(Please, specify the time limits for every category, if applicable)

BLOCKING: two weeks after the receipt of request

ERASURE: two weeks after the receipt of request

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)

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

Not applicable

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

AS FORESEEN IN:

Article 27.2.(a)

(Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,)

YES (in case of probationary period extension)

Article 27.2.(b)

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

YES (in case of probationary period extension)

Article 27.2.(c)

(Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,)

Article 27.2.(d)

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

YES, confirmation or no in the post.

Other (general concept in Article 27.1)

17/ COMMENTS

Gsa internal reference - gsa/dp/09/2011

PLACE AND DATE: PRAGUE, 24/04/2014

DATA PROTECTION OFFICER: TRIINU VOLMER

INSTITUTION OR BODY: GSA EUROPEAN GNSS AGENCY