

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1290

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 10/12/2014

CASE NUMBER: 2014-1141

INSTITUTION: EUROPEAN INVESTMENT FUND

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 Investment Fund, 37B, Avenue J. F. Kennedy, L - 2968 Luxembourg

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

Human Resources

3/ NAME OF THE PROCESSING

EIF Annual Performance Evaluation Exercise

4/ PURPOSE OR PURPOSES OF THE PROCESSING

To evaluate the performance of EIF staff members in relation to their annual objectives. HR coordinates the exercise to ensure that it runs smoothly.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

All EIF Staff with either a fixed-term ("CDD") or indefinite ("CDI") employment contract

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)

Electronic evaluation forms, which include various categories relating to responsibilities, objectives, competences and development (professional training and Individual Development Plan "IDP"); correspondence between Staff and different departments; notes and e-mails on salary adjustments (including merit advancement, promotion and regradings) and Performance Award (bonus) proposals; various notes on the re-evaluation process

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

The annual appraisal process is launched via e-mail message to all EIF Staff. The message is reviewed each year and approved by the Head of HR. The guidelines to the performance management exercise are enclosed and are also reviewed on an annual basis. E-performance guidelines are available in the applicable e-performance tool PeopleSoft. PeopleSoft is managed centrally by the European Investment Bank (EIB) for both EIB and EIF.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

In the context of the electronically managed process, staff may express themselves in the electronic forms foreseen for that purpose. After the closure of the annual process, staff continues to have access to all performance documents during the period of his/her employment. At the end of the exercise, an e-mail is sent to all EIF Staff to launch the appeals procedure.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The appraisal process is managed electronically; though forms may be printed. Individual data is visible to the Staff members hierarchy for the current year, the following year (to set objectives) and the preceding three appraisal years.

10/ STORAGE MEDIA OF DATA

All finalised appraisal data is stored in PeopleSoft. Managers are discouraged from retaining draft notes/text on their personal drives. The electronic database PeopleSoft is centrally managed by EIB in line with the service level agreement between EIF and EIB.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Article 22 of the EIF Staff Regulations
The EIF Performance Evaluation Guidelines (as circulated each year)

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

The EIF Staff member concerned, his/her superior(s), the Chief Executive in his capacity as responsible for personnel and staff matters, members of EIF HR, members of EIB Personnel to the extent required as a consequence of the system administration delegated to EIB, members of the EIF Staff Representation, members of the EIF Legal Service and any other person involved in the appeal process. Members of the EIF Staff Representation, in the exercise of their specific mandate and only for the duration of their specific mandate, may have read-only access.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Personal data is kept electronically and in paper form in HR for a period not exceeding three years following the termination of an EIF Staff member's active service. Working documents are accessible in electronic form or on paper, where applicable for the current period plus three precedent years.

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)

After validation of the appraisal results by the Chief Executive, personal data is automatically restricted.

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.(a)

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

Article 27.2.(b)

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

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)

Other (general concept in Article 27.1)

17/ COMMENTS

PLACE AND DATE: LUXEMBOURG, 9 DECEMBER 2014

DATA PROTECTION OFFICER: J. NEUSS

INSTITUTION OR BODY: EIF