

(To be filled out in the EDPS' office)
REGISTER NUMBER:1291

(To be filled out in the EDPS' office)

NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 10/12/2014

CASE NUMBER: 2014-1146

INSTITUTION: EUROPEAN PARLIAMENT

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 Parliament
Plateau du Kirchberg
B.P. 1601
L-2929 - Luxembourg

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

Directorate General for personnel - Directorate Human resources Development - Professional Training Unit
Person designated as being in charge of the processing: Ms Erika LANDI (HoU)

3/ NAME OF THE PROCESSING

360° feedback tool for managers

4/ PURPOSE OR PURPOSES OF THE PROCESSING

This processing aims to provide structured multi-ratter feedback to managers, allowing them to develop their managerial and leadership skills against a set of competencies identified by a given Directorate General.

The intended purpose is, then, the professional development of the manager (learning process).

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

Procedure:

1. The programme participant is given full information about the feedback activity and invited to participate. If they agree, they must provide details (name and electronic address) about themselves and those colleagues who will be invited to provide feedback (and will have agreed to do so). These details are provided to BICK, processor. This data serves purely to identify the programme participant and those colleagues participating in the feedback exercise and to allow the contractor to contact them. The programme participant is provided at this stage with full information about the exercise and the nature and steps of data processing.

Each participant (programme participants and colleagues) is provided with a privacy statement giving data protection information. They can opt-out at any moment once the process has started.

2. The programme participant provides input to the activity. This data takes the form of filling in an on-line questionnaire regarding their competencies. The data collected take the form of numerical data i.e. answering yes or no to a series of set questions, and textual data where the participant can choose to complement the numerical data with individual comments. The participant has the option to provide these comments or not.

3. The colleagues of the programme participant provide their input to the activity by completing an on-line questionnaire regarding their feedback on the competencies of the participant. The data collected take the form of numerical data i.e. answering yes or no to a series of set questions, and textual data where the person concerned can choose to complement the numerical data with individual comments or not. **The programme participant will not receive information revealing the identity of the persons who reviewed his/her skills.**

4. BICK processes the data supplied by the participants and their colleagues. The data from the different sources will be consolidated. An automatic individual report will be generated that identifies the participant's strengths and areas for development in relation to the competencies identified by a given Directorate General. The individual report containing the 360° leadership feedback will be accessible only to the participant and the coach in case the participant has accepted the individual feedback session. Group reports will also be generated and provided to HR unit and senior management, who will have access only to aggregated information about the compiled group results (such as most voted and less voted competencies, number of participants), **without any possibility to track or identify individual answers.**

5. Upon decision of the participant, s/he will meet her/his superior to discuss the personal development needs and identify appropriate training and on-the-job development activities.

It has to be noted that BICK is using a software

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Participating managers and participating assessors (peers and collaborators).

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

Administrative data: name, contact details and personnel number - for internal registration via Streamline;

Subjective data: data provided by participants and colleagues on participants' perceived behaviour.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

The information will be orally given during a presentation meeting and then through a privacy statement communicated to interested managers and colleagues.

See annex: Privacy statement

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

The participant and the reviewers are informed about the procedure and questionnaire they will receive and how to answer the questionnaire with possibility to rectify data before sending it out.

The programme participant has access to her/his individual 360° Leadership Feedback report through an individual access code provided by the external supplier. Access to the results will be restricted to the concerned programme participant, who can erase the report from the server once it has been received.

Staff members concerned may send a request either to the Professional Training Unit or directly to the processor to indicate any changes to their personal data. The processor will inform the Professional Training Unit of requests only (and not of their content or their follow up).

Data subjects also have the opportunity to modify themselves their administrative data at any time during the exercise.

Requests for blocking and erasure are to be submitted to the Professional Training Unit.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The processing is automated (creation of a report based on answers given by participants and reviewers).

10/ STORAGE MEDIA OF DATA

The individual 360° Leadership Feedback Report will be stored on the server of the external provider (BICK). The owner of the individual report is the concerned programme participant. The Professional Training Unit will not store a copy of it. Once the programme participant has obtained the individual 360° report, the 360° report will be deleted automatically by the external provider after 3 months.

The group reports (containing aggregated data and not personal data) are kept by the Professional Training Unit for one year before deletion.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

- Article 24 of the Staff Regulations
- Internal Rules on Professional Training for the European Parliament (01/01/2013)
- Unambiguous, specific and informed freely given consent of the data subject.

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

The recipients of the data are:

- the contractor: BICK
 - > feedback report is transferred to the coach where participants agree to a feedback session
- the sub-contractor: Cubiks
 - > Cubiks serves as the software partner of BICK, providing the online framework on which the 360 questionnaires are built. There are 2 people at Cubiks Belgium in charge of the projects. We build the questionnaires in line with BICK's clients requests and send the invitations to the participants (Subjects and Reviewers), we monitor the process and provide the subjects with their report.
- the hierarchy of the data subject
 - > **upon decision of the data subject** and with a view to discussing training opportunities.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Data are retained by the processor for three months after the report is issued.
Statistics (aggregated group reports) are kept for 1 year.

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:

The data controller shall take a decision within 15 working days of receiving a request for data to be blocked. If the request is accepted, it shall be acted upon within 30 working days and the data subject notified thereof. Should the request for blocking be rejected, the data controller shall have 15 working days within which to inform the data subject by means of a letter stating the grounds for the rejection.

Erasure:

The data controller shall reply within 15 working days of receiving a request for erasure. If the request is accepted, it shall be acted upon immediately. If the data controller deems the request unjustified, he or she shall have 15 working days within which to inform the data subject by means of a letter stating the grounds for the decision.

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.

Anonymised data will be further processed for statistical purpose.

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,*)
- 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, 09/12/2014

DATA PROTECTION OFFICER: MR SECONDO SABBIONI

INSTITUTION OR BODY: EUROPEAN PARLIAMENT