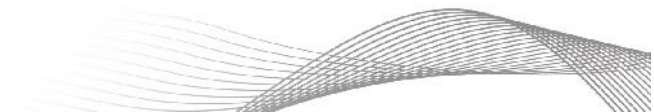


EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

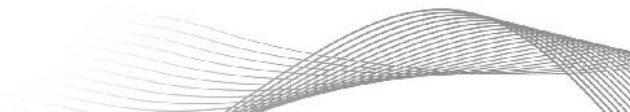
Nr.	Item	Description
	Staff evaluation, including (1) staff appraisal, (2) probationary reports, (3) promotion of officials, (4) certification procedure. (1) The ability, efficiency and conduct in the service of each official and contract staff is the subject of an annual report. (2) establishment of officials after the probationary period. (3) Promotion of officials including the evaluation of ability to work in a third language within the first promotion. (4) Certification procedure enabling appointment of an AST official to a job in the AD function group by means of a compulsory vocational training.	
1.	Last update of this record	30/10/18
2.	Reference number	14
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Responsible department or role: HRBA Unit



Nr.	Item	Description
		Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	edps-dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	<p>(1) Every official and temporary staff of the EDPS and the EDPB Secretariat is subject to a written performance report drawn up each year.</p> <p>The legal basis of the procedure is the Staff Regulations (and particularly Art. 43) and the Conditions of Employment of Other Servants (CEOS) of the EU (Art. 15) and the Decision 30-bis of the EDPS of 15 December 2014 adopting general implementing provisions on staff reports.</p> <p>(2) Probationary reports in view of the establishment of officials after the probationary period. The legal basis is Article 34 of the Staff Regulations and Article 84 of CEOS</p> <p>(3) Promotion of officials. The legal basis is Article 45 of the Staff Regulations and the Decision 38-ter of the EDPS adopting general implementing provisions concerning promotions of 24/05/2017. The purpose of the processing is to ensure career progression.</p> <p>(4) Certification procedure enabling appointment of an AST official to a job in the AD function group by means of a compulsory vocational training. The legal basis is Article 45a of the Staff Regulations and the Decision of the EDPS on general provisions for implementing Article 45a of the Staff Regulations of 15/12/2014. The purpose of the processing is to select the AST officials who will take part in the training programme.</p>



Nr.	Item	Description
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>(1), (2) and (3) We process the data relevant to draft the annual staff report (1) and (2) the probationary report:</p> <ul style="list-style-type: none"> - identification data (name, first name, category/grade) - data relating to recruitment and grade - data relating to the job description - data relating to languages knowledge and skills acquired - appraisal and comments by the line manager <p>(4) We process the relevant data necessary to achieve the selection for the certification training programme:</p> <ul style="list-style-type: none"> - identification data - information given by the applicant relating to admissibility conditions - evaluations written by the appraiser in the appraisal reports
9.	Time limit for keeping the data	<p>(1) The time for which performance reports may be kept in the personal file is up to 10 years after the termination of employment or from the last pension payment.</p> <p>(2), (3) and (4) The time for which the Decisions establishing the officials, regarding promotion and certification may be kept in the personal file is up to 10 years after the termination of employment or from the last pension payment.</p> <p>(3) The other data regarding promotion are kept for 7 years after the end of the procedure. Every electronic document created during the promotion procedure is kept for 2 years after the end of the procedure.</p>
10.	Recipients of the data	<p>For (1), (2) and (3):</p> <ul style="list-style-type: none"> - the Heads of Unit/Sector; - the person responsible for the personal files in the Human Resources unit - the EDPS management board; - the Joint Committee and the appeal assessor in case of appeal



Nr.	Item	Description
		<ul style="list-style-type: none"> - in case of transfer to another Institution, the official in charge of personal files in this Institution - the European Ombudsman, the EDPS DPO, the Court of Auditors and Court of Justice where necessary <p>For (4):</p> <ul style="list-style-type: none"> - the EDPS Management Board - the person responsible for the certification procedure and the person responsible for the personal files in the Human Resources Unit - the Joint Committee - in case of transfer to another Institution, the official in charge of personal files in this Institution - The European School of Administration and EPSO - the European Ombudsman, the EDPS DPO, the Court of Auditors and Court of Justice where necessary
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	<ul style="list-style-type: none"> - Electronic file: For (1), (2) and (3): the electronic forms are kept in the secured drive of the person responsible for the filing of the personal files in the Human Resources Unit. For (4) applications from candidate are kept in the functional mailbox, which has restricted access to the HR colleagues in charge of selection and the Head of the HRBA unit. - Paper file : are stored in a cupboard in a locked office to which only a restricted of HR colleagues have access on a need-to-know basis.
13.	For more information, including how to exercise your rights to access,	<i>Link to data protection notice</i>



Nr.	Item	Description
	rectification, object and data portability (where applicable), see the data protection notice:	

