



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data
processing:

Annual appraisal report (officials and other staff)

Created on

17/09/2018

Last update

Reference number

004

Year

2018

1. Controller:

European Economic and Social Committee

2.a) Service responsible

E2 PER

2b) contact details

notation-promotion@eesc.europa.eu

3. Joint controller

Not applicable

4. DPO: contact details

data.protection@eesc.europa.eu

5. Processor(s) (where
applicable)

Not Applicable

6. Purpose(s) of the data
processing

Staff assessment and appraisal

7. Description of the
categories of persons
whose data are processed

Officials and other agents of the EESC

8. Description of data
categories processed

- Identification: name, category, grade and step of the person being assessed;
- Career: career development and performance points (for a maximum of eight years), visible only to the person being assessed;
 - Date of grading, period post occupied, administrative unit for the period covered by the appraisal report;
- Tasks: description of tasks for the period covered by the appraisal report, activities above and beyond the tasks normally performed by the person being assessed, activities performed at the request of staff representatives or in connection with the staff unions;
- Knowledge: languages, mother tongue, new knowledge acquired during the period in question, proposals for training;
- Certification: comments from the assessor on the potential of the person being assessed to become an administrator should they wish to apply;
 - Evaluation (skills, performance and conduct in the service) and objectives set for the following reporting period;
- General assessment and overall appraisal (performance points).

9. Time limit for retaining the data

The time limit for keeping appraisal reports in the staff member's personal file is set at ten years from the date of departure of the staff member or of their last pension payment. A file setting out the performance points awarded to those being assessed is kept by the department responsible for the appraisal procedure for a maximum of eight years after the reporting period.

10. Recipients of the data

The data is communicated to:

- the line manager of the person being assessed, the assessor, the coordinator and, if relevant, the appeals assessor;
- individuals delegated by one of the persons mentioned above;
- the managers and head of unit responsible for the appraisal and promotions procedure;
- the appointing authority for the appraisal procedure;
- in the event of an appeal, the Joint Appraisal Reports Committee; the Joint Promotions Committee;
- the individual personnel file managers;
- the officials responsible for examining complaints lodged under Article 90 and judicial appeals;
- the officials responsible for investigations and disciplinary proceedings; should the official transfer to another institution, the manager responsible for personnel files in that institution;
- some information may be sent to the competent institutions (such as the Court of Auditors or OLAF) for auditing purposes or disclosed to the General Court of the European Union or to the European Data Protection Supervisor.

11. Transfers of personal data to a third country or an international organisation

Not applicable

12. General description of security measures, where possible

Information processed electronically are stored on a server managed by the Directorate for Logistics, with access limited to the managers and the head of the unit responsible for the procedure and to the individuals involved in the procedure. The computer platform is only accessible by means of an ECAS account and password and is covered by the institution's standard protection system. Once the time limit for storage is reached, the data is deleted.

13. Privacy statement

[Appraisal](#)

Part 2 Compliance check and risk screening

1.a) Legal basis and reason for processing

- necessary for the performance of a task carried out in the public interest
- (a) or in the exercise of official authority vested in the Union institution or body
- (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)
- processing is necessary for the performance of a contract to which the
- (c) data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- (e) necessary in order to protect the vital interests of the data subject or of another natural person

[Tick (at least) one of the boxes]

1b) Legal basis

- Articles 43 and 45(a) of the Staff Regulations of Officials of the European Union,
- Decision 112/16 A of 26 May 2016, adopting general implementing provisions (GIP) on annual appraisal reports
- Decision 007/2019 of 17 January 2019 adopting the instructions for assessment and the appraisal report template.
- The legal basis for temporary agents is Article 15(2) of the Conditions of Employment of Other Servants of the European Union (CEOS).
- The legal basis for contract agents is Article 87 of the CEOS

2. Are the purposes specified, explicit and legitimate?

Yes


3. Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?

Some information is used to draw up the list of officials/other staff eligible for promotion and the list of individuals who may be appointed to an administrator's post. The processing of this information does not conflict with the original purpose for which the information was entered into the system.

4. Do you really need all the data items you plan to collect?

All of the information is necessary to draw up the appraisal report.

5. How do you ensure

<p>that the information you process is accurate?</p>	<p>The person being assessed may exercise the right to access his or her factual personal data and to correct any inaccurate or incomplete personal information.</p> <p>The information entered in the electronic appraisal system must be validated by each person in the reporting procedure. Information on a person's identification and career is provided by the Staff Management System (Sysper). The section on knowledge is filled in by the person being assessed, who must validate it. Since the evaluation data is inherently subjective, the person being assessed may, where appropriate, have it corrected by means of an appeal.</p>
<p>6. How do you rectify inaccurate information?</p>	<p>Factual data that has been processed may be corrected upon request to the data controller, while appraisal data (which is inherently subjective) may be corrected by means of an appeal. The request must be dealt with within 15 days.</p>
<p>7. Are they limited according to the maxim "as long as necessary, as short as possible"?</p>	<p>Yes, the period for holding information is limited to processing needs.</p>
<p>8. If you need to store certain information for longer, can you split the storage periods?</p>	<p>Yes</p>
<p>9 How do you inform data subjects?</p>	<p>The ways in which data is processed is set out in the Confidentiality Statement and in all means of communication available for informing officials.</p>
<p>10. Access and other rights of persons whose data are processed</p>	<p>In order to exercise their rights, the individuals concerned may contact the data controller, namely the Head of Unit, Recruitment and Salaries (E.2.PER).</p> <p>Any request will be processed within 15 working days.</p> <p>You have the right to lodge a complaint with the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights guaranteed by Regulation No 2018/1725 have been breached as a result of the processing of your personal data by the EESC.</p>
<p>11. Does this process involve any of the following?</p>	<p><input type="checkbox"/> (a) data relating to health, (suspected) criminal offences or other special categories of personal data</p> <p><input checked="" type="checkbox"/> (b) evaluation, automated decision-making or profiling</p> <p><input type="checkbox"/> (c) monitoring data subjects</p> <p><input type="checkbox"/> (d) new technologies that may be considered intrusive</p>
<p>Part 3 Linked documentation</p>	
<p>1. Links to threshold assessment and DPIA (where applicable)</p>	<p> No hyperlink inserted</p>

2. Where are your information security measures documented?



No hyperlink inserted

3. Links to other documentation

[Décision 112/16A portant adoption des DGE relatives aux rapports annuels de notation](#)

4. Other relevant documents

[Privacy statement in FR](#)