



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data
processing:

Certification

Created on

17/09/2018

Last update

Reference number

005

Year

2018

1. Controller:

European Economic and Social Committee

2.a) Service responsible

E2 FOR

2b) contact details

unite-per@eesc.europa.eu

3. Joint controller

4. DPO: contact details

data.protection@eesc.europa.eu

5. Processor(s) (where
applicable)

Not applicable

6. Purpose(s) of the data
processing

To enable a limited number of officials in the AST function group to join the AD function group provided that they have been selected to take part in a mandatory training programme, have passed the tests organised by EPSO and have been appointed after applying for a vacancy for a post in the AD function group.

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

Officials in the AST function group of grade 5 and above who have the potential to become officials in the AD function group.

8. Description of data
categories processed

First name and surname, staff number, official address and telephone number, grade, place of employment, administrative status, appraisal reports, knowledge of languages and new knowledge acquired (training) during the reference period, professional experience acquired in the European institutions, qualifications, assessment by the assessor/coordinator of the official's potential to carry out the functions of an administrator, covering letter applying to become an AD and CV.

9. Time limit for retaining the data

The application files and the processing files from the candidate selection procedure (including any candidate appeal procedures) are kept for a maximum of five years from the publication of the list of the candidates selected to take part in the certification training. A list of the names of the candidates selected to take part in the certification training is kept for an unlimited time to comply with Article 7(2)(d) of EESC Decision No 185/17 A, which stipulates that candidates who have already been admitted may not reapply for certification after having definitively failed the European School of Administration's exams.

The European School of Administration is responsible for the processing of personal data relating to training. EPSO is responsible for the processing of personal data relating to written and oral tests and the establishment of the list of officials who have passed the tests, thus demonstrating that they have successfully completed the training programme.

In the event that a candidate lodges a complaint concerning the selection procedure, the retention period may be extended until the dispute is settled.

The certification decision is kept in the official's individual file for ten years after the official's departure or the final pension payment. The application form of officials selected to take part in certification training is also kept in their individual file for the same period.

10. Recipients of the data

The data are communicated to:

- the candidate's assessor/coordinator;
- the managers and head of unit responsible for the certification procedure;
- the Appointing Authority for the certification procedure;
- the Joint Certification Committee and the members of the selection panel;
- the managers of the individual staff files;
- the officials responsible for examining complaints lodged under Article 90 and judicial appeals;
- the officials responsible for investigations and disciplinary proceedings;
- some data may be transferred for auditing purposes to duly authorised institutions (such as the Court of Auditors or OLAF) or forwarded to the General Court of the European Union or the European Data Protection Supervisor.

The final list of candidates authorised to take part in the certification training programme is sent to the European School of Administration so that it can organise the training.

11. Transfers of personal data to a third country or an international organisation	Not applicable
12. General description of security measures, where possible	<p>The paper files are kept in a locked cupboard in the unit in charge of the certification procedure. At the end of the retention period, the documents are destroyed.</p> <p>Information processed electronically is stored on a network drive that can only be accessed by the managers and the head of the unit in charge of the certification procedure. The network drives use the institution's standard protection system. At the end of the retention period, the data are deleted.</p>
13. Privacy statement	Certification
Part 2 Compliance check and risk screening	
1.a) Legal basis and reason for processing	<p style="text-align: center;">necessary for the performance of a task carried out in the public interest</p> <p><input type="checkbox"/> (a) or in the exercise of official authority vested in the Union institution or body</p> <p><input checked="" type="checkbox"/> (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)</p> <p><input type="checkbox"/> (c) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract</p> <p><input type="checkbox"/> (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes</p> <p><input type="checkbox"/> (e) necessary in order to protect the vital interests of the data subject or of another natural person</p> <p>[Tick (at least) one of the boxes]</p>
1b) Legal basis	<ul style="list-style-type: none"> • Article 45a of the Staff Regulations of Officials of the European Union • EESC Decision No 185/17 A adopting the general provisions for implementing Article 45a of the Staff Regulations.
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)?	The data will not be used for any other purpose.
4. Do you really need all the data items you plan to collect?	All the information is needed for making a decision.
5. How do you ensure that the information you process is accurate?	Officials are entitled to access their personal information.

6. How do you rectify inaccurate information?	Officials are entitled to have any incorrect or incomplete information rectified.
7. Are they limited according to the maxim "as long as necessary, as short as possible"?	Yes, the retention period is determined by processing needs.
8. If you need to store certain information for longer, can you split the storage periods?	Yes, the retention period is indeed split.
9 How do you inform data subjects?	The processing of data is described in a privacy statement and in all available means of communication to inform officials.
10. Access and other rights of persons whose data are processed	To exercise their rights, data subjects may contact the data controller, who is the head of the Recruitment and Salaries Unit. The query will be dealt with within 15 working days. They also have the right of recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if they consider that their rights under Regulation (EC) No 2018/1725 have been infringed as a result of the processing of their personal data by the EESC.
11. Does this process involve any of the following?	<input type="checkbox"/> (a) data relating to health, (suspected) criminal offences or other special categories of personal data <input checked="" type="checkbox"/> (b) evaluation, automated decision-making or profiling <input type="checkbox"/> (c) monitoring data subjects <input type="checkbox"/> (d) new technologies that may be considered intrusive
Part 3 Linked documentation	
1. Links to threshold assessment and DPIA (where applicable)	 No hyperlink inserted
2. Where are your information security measures documented?	 No hyperlink inserted
3. Links to other documentation	 No hyperlink inserted
4. Other relevant documents	