<table>
<thead>
<tr>
<th>Record of processing activity</th>
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<tbody>
<tr>
<td><strong>Part 1</strong></td>
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| Name of the data processing: | Procedure for the reclassification of staff occupying a temporary post: TA |
| Created on                  | 03/11/2022 |
| Last update                 |            |
| Reference number            | 129        |
| Year                        | 2022       |

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:

   Draw up a list of staff employed under Article 2(a) and Article 2(c) of the Conditions of Employment of Other Servants of the European Union (hereafter "CEOS") reclassified to the next higher grade

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

   Staff occupying a post referred to in Article 2(a) and Article 2(c) of the CEOS.

8. Description of data categories processed:

   The following categories of data are concerned:
9. Time limit for retaining the data

Appraisal reports and supplementary agreements to the contracts will be stored in the person's staff file for 10 years from the date of departure or the last pension payment. The tables and electronic document produced during the procedures, including the published lists, are stored for eight years after the closure of the procedure for control and appeal purposes. Lists published by the AECC are stored on the EESC intranet for a maximum of two years after the reclassification exercise.

10. Recipients of the data

1. The members of the Joint Requalification Committee have access to the appraisal reports and the files with data on staff eligible for reclassification. This access is limited to the duration of their work, in accordance with the following procedure:
11. Transfers of personal data to a third country or an international organisation

No transfers of personal data will be made to a third country or international organisation.

12. General description of security measures, where possible

The measures to ensure of processing at the time of the Joint Reclassification Committee's meeting are explained in 10.1.

The table and electronic documents created are stored on a server managed by the Directorate for Innovation and Information Technology with limited access to the managers and head of unit responsible for the reclassification procedure.

At the end of the retention period, the data are deleted.

13. Privacy statement

Privacy Statement Reclassification Temporary Agent 2a) and 2c)
## 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 or in the exercise of official authority vested in the Union institution or body
- [ ] 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 data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- [ ] the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- [ ] 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**

- Article 10(3) of the CEOS
- Decision 218/22 A of 28 September 2022 adopting rules regarding the reclassification of temporary staff employed for an indefinite period under Article 2(a) or under Article 2(c) of the CEOS
- Article 5(1.b) of Regulation (EU) No 2018/1725, necessary for compliance with a legal obligation

<table>
<thead>
<tr>
<th>2. Are the purposes specified, explicit and legitimate?</th>
<th>Yes</th>
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<tbody>
<tr>
<td>3. Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?</td>
<td>The information processed is used solely and exclusively in the framework of the reclassification procedure</td>
</tr>
<tr>
<td>4. Do you really need all the data items you plan to collect?</td>
<td>Yes, all data items are needed.</td>
</tr>
<tr>
<td>5. How do you ensure that the information you process is accurate?</td>
<td>The information concerning the identification and career come from Sysper. The information regarding the evaluation come from the appraisal reports</td>
</tr>
<tr>
<td>6. How do you rectify inaccurate information?</td>
<td>Temporary staff can contact the head of unit in charge of the data processing (<a href="mailto:notation-promotion@eesc.europa.eu">notation-promotion@eesc.europa.eu</a>) in order to rectify any inaccurate factual data. The request will be dealt with within 15 working days</td>
</tr>
<tr>
<td>7. Are they limited according to the maxim “as long as necessary, as short as possible”?</td>
<td>Yes</td>
</tr>
<tr>
<td>8. If you need to store</td>
<td>Yes</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
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<tr>
<td>9 How do you inform data subjects?</td>
<td>The processing is described in the privacy statement and every other forms of communication accessible to the concerned temporary staff</td>
</tr>
<tr>
<td>10. Access and other rights of persons whose data are processed</td>
<td>In order to exercise their rights, data subjects can contact the controller. Questions will be answered within 15 working days.</td>
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</table>
| 11. Does this process involve any of the following?                      | (a) data relating to health, (suspected) criminal offences or other special categories of personal data  
(b) evaluation, automated decision-making or profiling  
(c) monitoring data subjects  
(d) new technologies that may be considered intrusive |

**Part 3**  
**Linked documentation**

1. Links to threshold assessment and DPIA (where applicable)  
   - Click here to insert a hyperlink

2. Where are your information security measures documented?  
   - Click here to insert a hyperlink

3. Links to other documentation  
   - Decision 218/22A adopting rules regarding the reclassification of temporary staff employment

4. Other relevant documents

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