

## Record of processing activity

Promotion process

### 1. General Information

Name of the data processing:	Promotion process
Reference number:	E003
Last update:	19/09/2018
Controller:	European Economic and Social Committee
Directorate:	Directorate E
Unit:	E2 PER
Contact details:	Directorate E – Human Resources and Finance Unit E2 PER - Recruitment and Salaries Rue Belliard/Belliardstraat 99-101, 1040 Brussels
Joint controller (where applicable):	Not applicable
Joint controllership agreement (where applicable):	Not applicable
DPO - contact details	<a href="#">EESC Data Protection</a>
Processor(s) (where applicable):	Not applicable
Data Processing Agreement	N/A

### 2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	The purpose is to draw up the list of promoted officials/contract agents.
Categories of persons whose personal data are processed	All established officials and contract agents having at least two years of seniority in their grade.
Categories of personal data processed	1. The data used in the annual appraisal report are the following: - Identification: name, category, grade and step of the person being assessed; - Career: career development and appraisal points over the last eight years, date of grade, period of

	<p>assignment, and administrative entity for the period covered by the appraisal report;</p> <ul style="list-style-type: none"> <li>- 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, and activities performed at the request of the staff representatives or in connection with the staff unions;</li> <li>- Knowledge: languages, mother tongue, new knowledge acquired during the reference period and proposals for training courses;</li> <li>- Certification: should the person being assessed so request, comments by the assessor on the person's potential to become an administrator;</li> <li>- Appraisal (ability, efficiency and conduct in the service) and objectives for the next reporting period;</li> <li>- General assessment and overall performance (assessment points).</li> </ul> <p>2. The Appointing Authority publish on the EESC's intranet the following lists:</p> <ul style="list-style-type: none"> <li>- List of staff having the necessary seniority for promotion by grade (alphabetical order);</li> <li>- List of staff having the necessary seniority for promotion by grade (order of the balance of performance points accumulated);</li> <li>- Guiding list of officials recommended for promotion;</li> <li>- List of staff recommended for promotion by the Joint Promotions Committee;</li> <li>- List of promoted staff.</li> </ul> <p>For each grade to be considered during the promotion exercise, the HRF draws up the list of promotable staff with the necessary information concerning the performance points, especially the balance of performance points since the staff's last promotion. This list is only given to the Joint Promotions Committee during the works of the Committee.</p>
Recipients of the personal data	<p>1. Members of the Joint Promotions Committee have access to appraisal reports and to spreadsheets with the points of the promotable staff members per grade. This access is limited to the time of their meetings, according to the following procedure: reports and spreadsheets are consulted only in their electronic form, using laptop computers without any internet or WiFi connection;</p>

	<p>reports and spreadsheets are read from a secured USB stick, provided by the official in charge at the PER Unit;</p> <p>at the end of the meeting all open files on the laptops are closed and members of Joint Promotions Committees leave the laptops as they found them; all files on the USB stick are carefully deleted before it is returned to the IT department;</p> <p>in case a meeting lasts more than one day the USB stick is kept under lock overnight and the procedure is started up and finalised in the same way the next day of meeting.</p> <p>2. the managers and head of unit responsible for the promotions procedure;</p> <p>3. the appointing authority for the promotion procedure;</p> <p>4. the managers of the staff files;</p> <p>5. should the official be transferring to another institution, the manager responsible for staff files in that institution;</p> <p>6. the officials responsible for examining complaints lodged under Article 90 and judicial appeals;</p> <p>7. the officials responsible for investigations and disciplinary proceedings;</p> <p>8. some information may be sent to the competent institutions (such as the Court of Auditors or OLAF) for monitoring purposes or disclosed to the General Court of the European Union or the European Data Protection Supervisor.</p>
Transfers of personal data to a third country or an international organization	No transfers of personal data will be made to a third country or international organisation.
Retention period of the personal data	<p>Appraisal reports and promotion decision will be stored in the person's staff file for 10 years from the date of departure or the last pension payment. A file setting out the appraisal points awarded to the persons being assessed is stored by the service responsible for the promotion procedure for a maximum of eight years after the reporting period.</p> <p>The lists published by the Appointing Authority are</p>

	kept on the EESC's intranet for a maximum of two years after the promotion exercise.
General description of security measures, where possible	The measures to ensure the security of processing at the time of the Joint Promotions Committees' meetings are outlined in section 9.1. The spreadsheets with the points of the promotable staff members per grade are stored on a server managed by the Directorate for Logistics with limited access to the managers and head of unit responsible for the promotions procedure.
Data protection notice:	Data Protection Notice available internally