# Record of processing activity

Procedure for the reclassification of staff occupying a temporary post: TA 2(a), A 2(c)

## 1. General Information

<table>
<thead>
<tr>
<th>Name of the data processing:</th>
<th>Procedure for the reclassification of staff occupying a temporary post: TA 2(a), A 2(c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference number:</td>
<td>E099</td>
</tr>
<tr>
<td>Last update:</td>
<td>03/11/2022</td>
</tr>
<tr>
<td>Controller:</td>
<td>European Economic and Social Committee</td>
</tr>
<tr>
<td>Directorate:</td>
<td>Directorate E</td>
</tr>
<tr>
<td>Unit:</td>
<td>E2 PER</td>
</tr>
</tbody>
</table>
| Contact details:            | Directorate E – Human Resources and Finance Unit E2 PER  
                             | Rue Belliard/Belliardstraat 99-101, 1040 Brussels                                   |
| Joint controller (where applicable): | N/A                                                                              |
| Joint controllership agreement (where applicable): | N/A                                                                             |

**DPO - contact details**

EESC Data Protection

**Processor(s) (where applicable):**

Not applicable

**Data Processing Agreement**

Not applicable

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

**Purpose(s) of the personal 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.

**Categories of persons whose personal data are processed**

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

**Categories of personal data processed**

- identification: name, category, grade and step of the person being assessed;
- career: career evolution, grade, date of grade, period of assignment and administrative entity for the reference period concerned by the appraisal report;
- tasks: description of tasks for the reference period concerned by the appraisal report; activities exceeding the normal tasks of the assessed person; activities performed within the context of staff representation or staff union activities;
- knowledge: languages, mother tongue, new knowledge acquired during the reference period and proposals for training courses;
- responsibilities: comments of the assessor on the ability and willingness to take on new tasks and/or new responsibilities at a higher level;
- appraisal (ability, efficiency and conduct in the service), level of achievement of the objectives decided in the previous appraisal report and objectives for the next reporting period;
- general assessment;
- opinions issued by hierarchical superior within the framework of the reclassification to the next higher-grade procedure.

HFR publishes the list of temporary staff that have at least two years' seniority in their grade and who have demonstrated knowledge of a third language, for those concerned.

As part of the reclassification exercise, HRF draws up, in an Excel table, a list of all temporary staff concerned by the reclassification procedure. This list contains the surname, first name, grade, date of grade, assignment and ability to work in a third language before the first reclassification for those concerned by Article 45(2). This table is communicated to the hierarchical superior, only for their respective staff (president, group president, head of unit or director concerned) as well as to the Authority Empowered to Conclude Contracts (hereafter the "AECC"), the Joint Reclassification Committee and the HRF Director.

The AECC publishes the list of temporary staff occupying a TA2(a) or TA2(c) type of post and classified to the next higher grade on the EESC intranet.
| Recipients of the personal data | 1. The members of the Joint Reclassification 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:  
• the reports and files may be consulted in electronic format and only during the work of the Joint Reclassification Committee;  
• access to the documents is managed by the PER unit manager responsible for the procedure;  
• at the end of their work, all of the files are no longer accessible.  
2. The managers, the head of unit responsible for the promotion procedure and HFR.  
3. The President, the Group's president, the head of unit concerned, when establishing their proposal concerning the reclassification of their respective staff.  
4. The AECC for the reclassification procedure.  
Appraisal reports only:  
5. The managers of the staff files;  
6. Should the staff be engaged by another institution, the manager responsible for staff files in that institution;  
7. The officials responsible for examining complaints lodged under Article 90 and judicial appeals;  
8. The officials responsible for investigations and disciplinary proceedings;  
9. 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 | 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. |</p>
<table>
<thead>
<tr>
<th>General description of security measures, where possible</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data protection notice:</td>
<td>Data Protection Notice available internally</td>
</tr>
</tbody>
</table>