

Record of processing activity

Demonstration of the ability to work in a third language

1. General Information

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| Name of the data processing: | Demonstration of the ability to work in a third language |
| Reference number: | E101 |
| Last update: | 28/11/2022 |
| 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): | n/a |
| Joint controllership agreement (where applicable): | n/a |
| DPO - contact details | EESC Data Protection |
| Processor(s) (where applicable): | N/A |
| Data Processing Agreement | N/A |

2. Purpose and description of the personal data processing

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| Purpose(s) of the personal data processing | The purpose of processing this data is the evaluation and validation of the ability to work in a third language among the official languages of the European Union. |
| Categories of persons whose personal data are processed | Newly recruited officials and new Temporary staff engaged under Article 2(a) and Article 2(c) of the CEOS. |
| Categories of personal data processed | The categories of data concerned are: <ul style="list-style-type: none"> • name and surname, staff number, grade, job |

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| | <p>assignment, administrative situation,</p> <ul style="list-style-type: none"> • knowledge of languages – information/documents provided by the concerned staff through out an identification of a third language form: <ul style="list-style-type: none"> first and second languages - EPSO competition reference for translators/interpreters/linguists/lawyer-linguists, - copy of diplomas or certificates attesting the level of acknowledge of the chosen third language, - intention to register for the interinstitutional language test organised by EPSO or to follow an interinstitutional language course. |
| Recipients of the personal data | <p>The data will be forwarded to:</p> <ul style="list-style-type: none"> • the file managers and head of unit PER – "Recruitment and Salaries"; • the file managers and head of unit FOR – "HR Planning and Training" in the event of a training request; • the service of the European Personnel Selection Office (EPSO) in charge of the evaluation of the diplomas and competencies test related to the third language; • the Joint Promotions Committee in the case of the first promotion of an official; • the Joint Reclassification Committee in the case of the first reclassification of a temporary staff AT 2(a) and AT 2(c); • the individual file managers; • the individual file managers of the other institutions in the event of interinstitutional transfer; • the Appointing Authority; • the officials responsible for examining claims under Article 90 of the Staff Regulations and legal appeals in the event of a complaint; • the officials responsible for enquiries and disciplinary procedures in the event of administrative inquiries; • certain data may be transferred for scrutiny to duly authorised institutions (Court of Auditors, OLAF, etc.) or forwarded to the Court of Justice of the European Union or the European Data Protection Supervisor. |
| 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. |

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| Retention period of the personal data | <p>Data (SYSPER document attesting the demonstration of the ability to work in a third language, accompanied by the proof of demonstration, the diploma/certificate, if applicable, and the identification form of the third language) is transferred to the individual files managers as soon as the third language is validated. The documents produced during the procedure are deleted immediately after this transmission. The HR service in charge keeps the data of colleagues whose demonstration of the ability to work in a third language is in progress, until the procedure is closed.</p> <p>The retention period of the data in the personal file is fixed at ten years from the departure of the person concerned or the last payment of the pension.</p> |
| General description of security measures, where possible | <p>Information processed electronically is stored on a network drive and Outlook system that can only be accessed by the managers and the head of the unit in charge of the process. The network drives use the institution's standard protection system. At the end of the retention period, the data are deleted.</p> |
| Data protection notice: | Data Protection Notice available internally |