



EUROPEAN EDUCATION AND CULTURE
EXECUTIVE AGENCY (EACEA)

RECORD OF PERSONAL DATA PROCESSING

Art. 31 REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (henceforth the "Regulation")

Record n°

12-2019

In accordance with Article 31 of Regulation 2018/1725, individuals whose personal data are processed by the Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing operations.

This record covers two aspects:

- 1. Mandatory records under Art 31 of the Regulation (recommendation: make the header and part 1 publicly available)*
- 2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)*

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out
 Record of a new data processing operation prior to its implementation
 Change of a data processing operation.

Staff reclassification procedure for Temporary Agents and Contract Agents	
1	Last update of this record (where applicable) The first version of this record was from December 2019 (reference 12-2019).
2	Short description of the processing The purpose of the processing is the reclassification of eligible temporary and contract agents, on the basis of a comparative analysis of their merits by grade.
Part 1 - Article 31 Record	
3	Name of the Controller Unit(s) and/or function of person acting on behalf of the Controller Controller: European Education and Culture Executive Agency Unit(s): Unit R1 (People, Workplace and Communication) EACEA-HR@ec.europa.eu

4	<p>Contact details of the Data Protection Officer (DPO)</p> <p>EACEA-data-protection@ec.europa.eu</p>
5	<p>Name and contact details of joint controller (where applicable)</p> <p>N/A</p>
6	<p>Name and contact details of processor (where applicable)</p> <p>N/A</p>
7	<p>Purpose of the processing</p> <p>The processing operation is necessary for the Human Resources management according to the applicable Articles in the Staff Regulations and the Conditions of Employment of Other Servants of the European Communities concerning the reclassification procedure.</p>
8	<p>Description of the categories of data subjects</p> <p>Whose personal data are being processed? <i>In case data categories differ between different categories of persons, please explain as well (e.g. suspects vs. witnesses in administrative inquiries)</i></p> <p><input checked="" type="checkbox"/> Agency staff (Contractual and temporary staff in active position)</p> <p><input type="checkbox"/> Visitors to the Agency</p> <p><input type="checkbox"/> Contractors providing goods or services</p> <p><input type="checkbox"/> Applicants</p> <p><input type="checkbox"/> Relatives of the data subject</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Witnesses</p> <p><input type="checkbox"/> Beneficiaries</p> <p><input type="checkbox"/> External experts</p> <p><input type="checkbox"/> Contractors</p> <p><input type="checkbox"/> Other, please specify:</p>
9	<p>Description of personal data categories</p> <p>a) Categories of personal data:</p> <p><input checked="" type="checkbox"/> in the form of personal identification numbers <u>personnel number</u></p> <p><input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints</p> <p><input type="checkbox"/> concerning the data subject's private sphere</p> <p><input type="checkbox"/> concerning pay, allowances and bank accounts</p> <p><input checked="" type="checkbox"/> concerning recruitment and contracts</p> <p><input type="checkbox"/> concerning the data subject's family</p>

	<p><input checked="" type="checkbox"/> concerning the data subject's career <u>function group and grade</u>, if the staff member is eligible to participate in the exercise, if the staff member has a valid report, if the staff member is proposed for reclassification, if the staff member lodged a complaint against non-proposal for reclassification, if the staff member is reclassified.</p> <p><input type="checkbox"/> concerning leave and absences</p> <p><input type="checkbox"/> concerning missions and journeys</p> <p><input type="checkbox"/> concerning social security and pensions</p> <p><input type="checkbox"/> concerning expenses and medical benefits</p> <p><input type="checkbox"/> concerning telephone numbers and communications</p> <p><input checked="" type="checkbox"/> concerning names and addresses (including email addresses)</p> <p><input checked="" type="checkbox"/> Other: please specify: <u>membership in the EACEA staff committee</u></p> <p><i>b) Categories of personal data processing likely to present <u>specific risks</u>:</i></p> <p><input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures</p> <p><input checked="" type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct): <u>all appraisal reports of the person as from recruitment or since last reclassification</u></p> <p><i>c) Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10):</i></p> <p><input type="checkbox"/> revealing racial or ethnic origin</p> <p><input type="checkbox"/> revealing political opinions</p> <p><input type="checkbox"/> revealing religious or philosophical beliefs</p> <p><input type="checkbox"/> revealing trade-union membership</p> <p><input type="checkbox"/> concerning health</p> <p><input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person</p> <p><input type="checkbox"/> concerning sex life or sexual orientation</p> <p><i>d) Specify any additional data or explanatory information on the data being processed, if any:</i></p>
10	<p>Retention time (time limit for keeping the personal data)</p> <ol style="list-style-type: none"> The personal file (paper and electronic version) is stored for 8 years after the extinction of all rights of the person concerned and of any dependents, and for at least 100 years after the recruitment of the person concerned (12.3.7 of the Common Retention List (CRL)– Commission Decision SEC/2019/900 of 25/4/2019) HR working documents, such as internal tables and reclassification notes/documents: 5 years from the reclassification exercise (or closing of potential appeals, court cases)- (12.3.15CRL) Final reclassification list: 5 years after the closure of the exercise (12.3.15 CRL) <p>Is any further processing for historical, statistical or scientific purposes envisaged? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p> <p>Statistical data is kept by the Agency, but this is anonymised and contain the following: gender, deadlines, number of staff involved in the assessment, unit, and grade.</p>
11	<p>Recipients of the data</p>

	<p>Access to personal data may be given on a need-to-know basis to the following designated staff of EACEA and the European Commission:</p> <ul style="list-style-type: none"> • The Reporting Officer (RO) of EACEA • Director of EACEA • Heads of Units of EACEA • Heads of Departments of EACEA • EACEA Appraisal Coordinator • Other EACEA Human Resources designated staff • Delegation appointed by the Staff Committee • Members of the Joint Reclassification Committee (JRC) • EACEA designated legal officer (in case of complaints) • DG HR designated staff in case of complaints under the SLA concerning the collaboration between DG HR and EACEA signed on 21 December 2017 – Ares(2018)127508. <p>The final reclassification list is available to all staff members via the Intranet.</p>
12	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p> <p>N/A</p>
13	<p>General description of the technical and organisational security measures</p> <p>The European Commission's IT systems used by the Agency abide by the Commission's security guidelines. The Agency must comply with Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.</p> <p>1. <u>Organisational measures:</u></p> <p>A Corporate Local Informatics Security Officer (C-LISO) is in place. Its role includes supervising the Agency compliance with the relevant regulations, and the application of security measures recommend by DIGIT.</p> <p>Organisational measures include appropriate access rights and access control. As a rule within the Agency, access to information systems, the file system or offices are subject to a series of authorisations where the person granting the access is different from the person requesting or authorising the access - except in limited cases of delegation. The responsible person in the unit in charge of this action (processing operation of the current record) collects and places the documents on the secured drives of the Commission and all Agency staff are bound by a confidentiality obligation. The need to know principle applies in all cases.</p> <p>The HR responsible person collects and places the documents either in a confidential file, which is kept under locks in the Agency's HR offices accessible only to designated HR staff on a need to-know basis.</p> <p>Only designated HR staff members have access to the data completed (appraisal reports, lists with the grades of staff, JRC minutes). In case of internal transmission, recipients are reminded that they can use the information only for the purpose of the reclassification procedure and they are bound by the Agency's confidentiality policy.</p> <p>2. <u>Technical measures:</u></p> <p>State of the art technical cybersecurity measures are implemented in the corporate systems, according to the security needs. Those measures are in constant evolution.</p>

14	Information to data subjects / Privacy Statement
	<p>The entire procedure is detailed in several documents available to all staff on the HR section of EACEA's intranet. The reclassification process is explained to staff during dedicated induction courses and presentations to all staff are made on a regular basis.</p> <p>In particular, the following are available on the intranet Reclassification (europa.eu):</p> <ul style="list-style-type: none">• A specific Privacy Statement.• The administrative note launching the yearly exercise.• The legal basis <p>A separate Privacy Statement can be found on Sysper regarding its operation and the measure available to staff members.</p>