



## RECORD OF A PERSONAL DATA PROCESSING ACTIVITY

according to Article 31 of [Regulation \(EU\) 2018/1725](#)

Title
<b>Staff Promotion and Reclassification</b>

1) Controller(s) of data processing activity (Article 31.1(a))
<p>EFSA unit in charge of the processing activity: Human Capital Unit (HuCap)</p> <p>EFSA Data Protection Officer (DPO): <a href="mailto:DataProtectionOfficer@efsa.europa.eu">DataProtectionOfficer@efsa.europa.eu</a></p> <p>Is EFSA a co-controller? <span style="margin-left: 150px;"><b>No</b></span></p> <p><i>If yes</i>, indicate who is EFSA's co-controller:</p>

2) Who is actually conducting the processing? (Article 31.1(a))
<p>The data is processed by EFSA itself <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p><i>Indicate the EFSA units or teams involved in the data processing:</i></p> <p>The controller can be contacted writing to <a href="mailto:promotionreclassification@efsa.europa.eu">promotionreclassification@efsa.europa.eu</a></p> <p>The processing operation is conducted together with an external party <span style="float: right;"><input type="checkbox"/></span></p> <p><i>Please provide below details on the external involvement:</i></p>

3) Purpose of the processing (Article 31.1(b))
<p>To ensure fair and transparent career progression of EFSA staff by assigning them to the next higher grade based on the comparison of merits by category of staff (i.e. Officials, Temporary Agents, Contract Agents).</p>

4) Legal basis and lawfulness of the processing (Article 5(a)-(d)):
<p><i>Processing necessary for:</i></p> <ul style="list-style-type: none"> <li>• a task carried out in the public interest or in the exercise of official authority vested in EFSA <span style="float: right;"><input checked="" type="checkbox"/></span></li> <li>• compliance with a legal obligation to which EFSA is subject <span style="float: right;"><input type="checkbox"/></span></li> <li>• performance of a contract with the data subject or to prepare such contract <span style="float: right;"><input type="checkbox"/></span></li> </ul>

- The data subject has given consent (ex ante, explicit, informed)

*Further details on the legal basis:*

The legal basis for the onboarding process is provided by:

- The Staff Regulations, i.e. Article 45 SR (Officials), Art. 54 CEOS (Temporary Agents) and Art. 87(3) CEOS (Contract Agents)
- Decision of the Management Board laying down general implementing provisions regarding Article 45 of the Staff Regulations, dated 1/9/2017 (Officials)
- Decision of the Management Board laying down general implementing provisions regarding Article 54 of the Conditions of Employment of Other Servants of the European Union, dated 1/9/2017 (Temporary Agents)
- Decision of the Management Board laying down general implementing provisions regarding Article 87(3) of the Conditions of Employment of Other Servants of the European Union, dated 1/9/2017 (Contract Agents)
- Rules of procedure of the Joint Promotion and Reclassification Committee, dated 29/06/2018
- Decisions of the Executive Director of EFSA on promotion/reclassification, adopted on an annual basis

## 5) Description of the categories of data subjects (Article 31.1(c))

*Whose personal data are processed?*

- |   |                                     |
|---|-------------------------------------|
| EFSA statutory staff  | <input checked="" type="checkbox"/> |
| Other individuals working for EFSA (consultants, trainees, interims, experts) | <input type="checkbox"/>            |
| Stakeholders of EFSA, including Member State representatives                  | <input type="checkbox"/>            |
| Contractors of EFSA providing goods and services                              | <input type="checkbox"/>            |
| The general public, including visitors, correspondents, enquirers             | <input type="checkbox"/>            |
| Relatives of the data subject   | <input type="checkbox"/>            |
| Other categories of data subjects (please detail below)                       | <input type="checkbox"/>            |

*Further details concerning the data subjects whose data are processed:*

## 6) Type of personal data processed (Article 31.1(c))

- **General personal data**

The personal data concerns:

- |   |                                     |
|---|-------------------------------------|
| Name, contact details and affiliation                     | <input checked="" type="checkbox"/> |
| Details on education, expertise, profession of the person | <input checked="" type="checkbox"/> |
| Curriculum vitae  | <input type="checkbox"/>            |
| Financial details   | <input type="checkbox"/>            |

Family, lifestyle and social circumstances	<input type="checkbox"/>
Goods and services the person provides	<input type="checkbox"/>
Other personal data (please detail):	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Sensitive personal data</b> (Article 10) The personal data reveals:</li> </ul>	
Racial or ethnic origin of the person	<input type="checkbox"/>
Political opinions or trade union membership	<input type="checkbox"/>
Religious or philosophical beliefs	<input type="checkbox"/>
Health data or genetic or biometric data	<input type="checkbox"/>
Information regarding the person's sex life or sexual orientation	<input type="checkbox"/>
<p><i>Further details concerning the personal data processed:</i></p> <p>Information on the staff member's overall performance contained in the business case prepared by his/her reporting officer. The business case collects information on the staff member's:</p> <ul style="list-style-type: none"> <li>• overall performance of the past year, taking into consideration the performance of the years since the last reclassification/promotion</li> <li>• Level of responsibility</li> <li>• use of languages in the performance of his/her duties</li> </ul>	

7) Recipients of the data (Article 31.1(d))	
Line managers of the data subject	<input checked="" type="checkbox"/>
Designated EFSA staff members	<input checked="" type="checkbox"/>
Other recipients ( <i>please specify</i> ):	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• HuCap Unit staff in charge of coordinating the annual promotion/reclassification exercise, the staff member's HoU and HoD ;</li> <li>• Members of the Joint Promotion and Reclassification Committee, in charge of comparing merits of eligible staff proposed for promotion/reclassification by contract type and assessing the appeals received by staff against non-inclusion on the 2<sup>nd</sup> draft list ;</li> <li>• A subset of the data processed in the context of annual staff promotion/reclassification exercises is made available to staff involved in intra/inter-department discussions, the Staff Committee, the Joint Committee, in charge of analysing the exercise and drafting a report to the ED, the Executive Director ;</li> <li>• On an annual basis, the list of staff eligible for promotion/reclassification, the 2<sup>nd</sup> draft list of staff proposed for promotion/reclassification and the final list of staff to be promoted/reclassified by contract type is published on the DMS and EFSA Intranet ;</li> <li>• Upon publication of the 2<sup>nd</sup> draft list of staff proposed for promotion/ reclassification by</li> </ul>	

contract type on the Intranet, the procedure allows data subjects to exercise their rights.

## 8) Transfers to recipients outside the EEA (Article 31.1 (e))

Data are transferred to third country recipients:

Yes  No

**If yes**, specify to which third country:

**If yes**, specify under which safeguards:

- |  |                          |
|--|--------------------------|
| Adequacy Decision of the European Commission           | <input type="checkbox"/> |
| Standard Contractual Clauses                           | <input type="checkbox"/> |
| Binding Corporate Rules                                | <input type="checkbox"/> |
| Memorandum of Understanding between public authorities | <input type="checkbox"/> |

## 9) Technical and organisational security measures (Article 31.1(g))

*How is the data stored?*

- |  |                                     |
|--|-------------------------------------|
| On EFSA's Document Management System (DMS)   | <input checked="" type="checkbox"/> |
| On a shared EFSA network drive or in an Outlook folder   | <input type="checkbox"/>            |
| In a paper file  | <input type="checkbox"/>            |
| Using a cloud computing solution (please detail the service provider and main characteristics of the cloud solution, e.g. public, private) | <input checked="" type="checkbox"/> |
| On servers of an external service provider   | <input type="checkbox"/>            |
| On servers of the European Commission or of another EU Institution   | <input type="checkbox"/>            |
| In another way ( <i>please specify</i> ):  | <input type="checkbox"/>            |

*Please provide some general information on the security measures applied:*

The EFSA Intranet Portal is in Microsoft SharePoint, forming part of the MS Office 365 suite in the cloud. EFSA's OF365 customisation as well as EFSA's DMS are accommodated with state-of-the-art information security measures.

#### 10) Retention period (Article 4.1 (e))

Information on promotion/reclassification is kept in the staff member's personal file for the entire further career duration at EFSA.

#### 11) Consultation with the Information Security Officer

Was the ISO consulted on the processing operation ?

Yes  No

*If yes, please provide some details on the consultation with the ISO:*

The ISO was involved on the information security aspects of the Oracle Taleo customization.

#### 12) Information given to data subjects (Articles 15 and 16)

*Has information been provided to data subjects on the way their data is processed including how they can exercise their rights (access, rectification, objection, data portability)? Usually this information is provided in a Privacy Statement, specifying the controller's contact details. As possible, please provide a link to the relevant Privacy Statement or a description.*

A Privacy statement concerning the staff promotion and reclassification is available in the relevant page of the EFSA Intranet Portal

Last update of this record: 14/12/2021

Reference: DPO/HR/13