

PRIVACY STATEMENT

This privacy statement addresses the processing of personal data in relation to the Leadership Orientations Questionnaires used in the framework of the leadership competency framework developed at the EEA.

Personal data provided by EEA staff members are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Processing operations are under the responsibility of the training and career development coordinator within the Human Resource Management Group (ADS1), acting as Data Controller, regarding the collection and processing of personal data.

1. Purpose of the processing

Within the leadership competency framework currently being developed, the EEA wishes to provide an effective and efficient assessment of leaders' preferences on the basis of a Leadership Orientations Questionnaire (LOQ). This is an online psychometric tool designed specifically for leadership assessment and is provided by an external service provider, Kenexa, an IBM company. The LOQ assesses an individual's natural preference (or capacity) for leadership and what motivates them for high performance, using two online questionnaires. The diagnostic helps identify whether an individual has a technical or general leadership preference which will be beneficial for the individual but also for the EEA in order to identify relevant career paths for each person.

Your personal data is collected and further processed for the purpose of the management and administration of the Leadership Orientations Questionnaires.

2. Modalities for the processing operation

The EEA training and career development coordinator within the Human Resource Management Group will provide a list with your name, function and email address to the external service provider for enabling him to send you individual electronic invitation to access the online tool.

You will then enter your personal data directly in the online tool. Your individual responses to the questionnaires will then be assessed and benchmarked on the basis of the methodology developed by the external service provider Kenexa who will send you an individual report with the outcomes of the assessments.

3. Legal basis and grounds for lawfulness of the processing

The Master Agreement entered into between the EEA and the external service provider Kenexa, an IBM company, on 9.1.2014 describes the scope of the contract and the terms and conditions for its implementation.

The processing operation is considered lawful because:

- it is necessary for the performance and the support of a task carried out in the public interest by the Union institutions and bodies which includes the processing of personal data necessary for the management and functioning of those institutions and bodies (recital 27 and Article 5(a) of Regulation (EC) No 45/2001).
- When accessing the online tool, you unambiguously give your consent to the processing (Article 5(d) of Regulation (EC) No 45/2001).

4. *Categories of data subject concerned*

The personal data of the following data subjects are processed:

- Staff members currently employed at the EEA and holding a management function as Head of Programme
- Staff members currently employed at the EEA and holding an advisory function as Senior Adviser
- Staff members currently employed at the EEA and holding a management function as Head of Group

5. *Data retention*

Your data collected through the leadership orientations questionnaires are stored for a maximum of six months which may not exceed 30.6.2014 as specified in the Master Agreement concluded between the EEA and the external service provider Kenexa.

6. *Categories of personal data processed*

The following personal data are collected and transferred to the external service provider responsible for running the leadership orientations questionnaires:

- your name, function and email address.
- Information and data you enter in response to the questionnaires

You will receive an email from Kenexa inviting you to access the online tool and fill out the LOQ and HPMQ questionnaires. Upon completion, you will receive an individual developmental feedback report with the outcomes of both LOQ and HPMQ assessments.

7. *Data retention*

Your data collected through the leadership orientations questionnaires are stored for a maximum of six months which may not exceed 30.6.2014 as specified in the Master Agreement concluded between the EEA and the external service provider Kenexa.

8. *Recipients of the data processed*

The following persons could have access to your data:

- A limited number of staff of Kenexa - the external service provider – for the purpose of drawing up your individual developmental feedback report;

Note that the training and career development coordinator in ADS1, i.e. the data controller, will only have access to aggregated and anonymous data specified in the group level report.

9. *Right of access and rectification*

If you wish to verify, modify or delete the personal data you provided, you can do it via your access to the online questionnaire.

Moreover, you have the right to ask the Data Controller to block you're the processing of your personal data if their accuracy is contested, for a period enabling the Data Controller to proceed to the verifications. The Data Controller should reply without delay.

Any request for blocking of personal data shall be addressed in writing at the following address Luis.Pinto@eea.europa.eu.

10. Right to appeal

You are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if you consider that yours rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of your personal data by the EEA.

You may also contact the EEA's Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: Data.ProtectionOfficer@eea.europa.eu.