



NOTIFICATION FORM

FOR DATA PROCESSING OPERATIONS

- To be filled out by the Data protection Officer -

Date of registration: 5.9.2013

Register No: HR5

1. Name of the data processing operation

Management of personal file

2. Data Controller

Programme or Group: ADS 1/Human Resources Management

Function: Head of Group

Contact person: Lene Bang Pedersen, Lene.pedersen@eea.europa.eu

3. Description of the processing operation

3.1. Area of activity in which the processing is carried out

The purpose of this processing operation is to collect, sort and safeguard personal data in a personal file and manage their access. In line with Article 26 of the Staff Regulations, the personal file shall contain all documents concerning a staff member administrative status and all reports relating to his/her ability, efficiency and conduct in the service. For Seconded National Experts (SNE), the personal file also contains the correspondence exchanged with the Permanent Representations and the acceptance form into life insurance policy.

The processing operation does not fall under Article 27 of Regulation (EC) No 45/2001.

3.2. Modalities for the processing operation

<input checked="" type="checkbox"/> Manual processing	<p>The main processing is done manually and uses the paper version. Documents and data in relation with career development (e.g. appraisal reports) are processed manually and kept in electronic version in the CDC application. Probationary reports are processed manually in the electronic CDC application and a printed copy is furthermore placed in the paper file as it contains a formal decision by the appointing authority.</p> <p>New documents are added to the paper file as they become</p>
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	available to the HRM group. They may be established by the staff member, his/her hierarchy, the administrative services or emanate from an external source.
<input type="checkbox"/> Automated processing	
3.3. Are the Personal data processed by an entity external to EEA ('processor')	
<input checked="" type="checkbox"/>	Yes, personal data related to staff member entitlements and the payment of related allowances are processed by the relevant European Commission services (PMO)
<input checked="" type="checkbox"/>	No, the administrative personal data are processed by EEA

4. Lawfulness and purpose of the processing	
4.1. Legal basis	
The legal basis for the processing operation is in Article 26 of the Staff Regulations	
4.2. Grounds for lawfulness	
Processing is necessary for the performance of a task carried out in the public interest by the Community institutions and bodies which includes the processing of personal data necessary for the management and functioning of those institutions and bodies (Article 5(a) of Regulation (EC) No 45/2001).	
4.3. Purpose of the processing	
Management and administration of administrative aspects of staff members' employment in compliance with the Staff Regulations and their implementing provisions.	

5. Features of the processing operation	
5.1. Categories of data subjects concerned	
Staff members currently employed by the EEA and staff members having left the EEA including officials, temporary agents, contract agents and seconded national experts (for former staff, auxiliary agents are also included).	
5.2. Categories of data	
<input checked="" type="checkbox"/>	Data concerning health
<input checked="" type="checkbox"/>	Data relating to the evaluation of personal aspects of the data subject (e.g. abilities, efficiency and conduct)
<input checked="" type="checkbox"/>	Data relating to the exclusion of individuals from a right, benefit or contract
<input checked="" type="checkbox"/>	The HRM group of the EEA is responsible for ensuring that records are kept of the required documents with regard to the staff member's recruitment, career and termination of employment. The HRM group is also responsible for (i) protocol matters such as resident permit, tax-free purchase of motor vehicle for which records are kept of correspondence in connection with these; (ii) the correct handling of staff regarding rights

and obligations in compliance with the Staff Regulations and for the purpose of this, the group keeps records of relevant correspondence with the staff member, Commission and other parties within and outside the EEA. (See the structure of personal files attached as annex 2 to this notification).

6. Retention practice of personal data

Personal files are kept until the expiry of the staff member's rights and those of his/her beneficiaries and exhaustion of any possibility to appeal. Some documents may be removed from the personal file earlier, for instance extract of criminal record collected before appointment, or disciplinary decisions on the basis of Article 27 of Annex IX to the Staff Regulations.

7. Personal data processed for historical, statistical or scientific purposes

Purpose	Categories of data	Storage media
<input type="checkbox"/> Historical	Not applicable	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input type="checkbox"/> Statistical	Not applicable	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input type="checkbox"/> Scientific	Not applicable	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted

8. Recipients or categories of recipients to whom the data might be disclosed

For the purpose detailed above under point 4.3, access to the personal data is given to the following persons:

- The data subject (for consultation, modification and rectification);
- The HRM group in the Administrative services (for definition of entitlements and follow-up of career development);
- A limited number of staff in the relevant European Commission services (PMO) managing the payment of related allowances have access to specific parts of the personal file relevant for the completion of their duties but no direct access to the entire file.

Any recipient of the data shall be reminded of their obligation not to use the data received for other purposes than the one for which they were transmitted.

9. Proposed transfer of personal data to third countries or international organisations

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No transfer of personal data to third party countries or international organisations.
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10. Information given to the data subjects

When taking up duties new members of staff are required to sign an acknowledgment of receipt of a copy of the Staff Regulations and the Conditions of employment of other servants of the European Communities as well as Form A1 – Obligations of EEA officials and other servants under the Staff Regulations and conditions of employment to which an abstract of the Staff Regulations, Articles 11 to 26, is attached.

In addition, a specific privacy statement is published on the EEA intranet under 'Administration/Newcomers' (see annex 1 to this notification).

11. Procedures to enable data subjects to exercise their rights

All data subjects, as specified under point 5.1 above, may consult, even after leaving the service, their own personal file held by the HRM group under the supervision of an HRM group member who will also make copies of documents if required. All data subjects may also request the addition of documents to their personal file and the rectification of incorrect or outdated data. The additional documents shall be relevant for the staff member's career or administrative status.

12. Time limits for blocking and erasure of the different categories of personal data

Data subjects have always the right to have their data rectified in case of errors. When the data subject contests the accuracy of his/her data, the data will be blocked for a period enabling to verify the accuracy, including the completeness of the data.

Categories of data	Blocking	Erasure
Any data asked for	Within maximum 15 working days from receipt of the request	Within maximum 15 working days from receipt of the request