

Cedefop record of processing activity

Record of Cedefop activities processing personal data, based on Article 31 of 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 1247/2002/EC.

Nr.	Item	Description
End of probation period reports		
1.	Last update of this record	16/03/2020
2.	Reference number	2012-010 – End of probation period reports/ Management probation period reports/Annual performance appraisal of the Director – senior management assessment
3.	Name and contact details of controller	<p>Cedefop – European Centre for the Development of Vocational Training Postal address: Cedefop Service Post, Europe 123, 570 01 Thermi, GREECE Telephone: (+30) 2310-490111 Email: info@cedefop.europa.eu</p> <p>Responsible department or role: DRS / Human Resources</p> <p>Functional email address for enquiries on processing of personal data: hr_data_protection@cedefop.europa.eu</p>
4.	Name and contact details of DPO	data-protection-officer@cedefop.europa.eu
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	<ul style="list-style-type: none"> • Human Resources staff

		<ul style="list-style-type: none"> • Reporting Officer • Appointing Authority (AIPN) • Members of the Cedefop's Management Board
7.	Very short description and purpose of the processing	<p>Personal data are processed in order to meet the requirements of the Staff Regulations and the Conditions of Employment of other Servants of the European Communities (CEOS) related to staff probationary periods. The purpose of the probation period report is to assess whether the person meets the job requirements, with a view to confirming the engagement of staff, to extending their probationary period or to terminating the contract of employment at the end of the probation period.</p> <p>The purpose of the management probation period report for middle managers (AD 9-12 grades) stipulated in Article 6 of the Cedefop Implementing Provisions on Middle Management (Cedefop/DGE/8/2011) is to assess their abilities with a view to confirming their engagement, extending their probationary period, re-assigning them to a non-management position or terminating their contract (only in the case of temporary agents and officials recruited via external competitions).</p> <p>Legal basis: Probation period: Article 34 of the Staff regulations and Article 14 of the Conditions of Employment of Other Servants (CEOS). Management probation period: Article 44 of the Staff regulations and Article 6 of the Cedefop Implementing Provisions on Middle Management (Cedefop/DGE/8/2011) and Article 14 and 16 of the Cedefop Implementing Provisions for the appraisal for the director (Cedefop/DGE/17/2012). Appraisal of the Director: Articles 34 and 43 of the Staff Regulations, Article 14 of the Conditions of Employment of Other Servants and the DGE on the Appraisal of the Director (Cedefop/DGE/17/2012).</p>
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p>Data subjects: Data subjects are defined according to the different proceedings: Probation period: all Cedefop officials, temporary agents and contracts agents</p>

		<p>whose contracts are concluded for a minimum of one year.</p> <p>Management probation period: staff recruited to occupy a middle management position serves a management trial period of nine months to assess their management competences.</p> <p>Annual appraisal, end of probation and senior management report of the Executive Director: the staff member recruited to the position of Executive Director.</p> <p>Categories of personal data processed: The categories of personal data processed are:</p> <ul style="list-style-type: none"> - surname, first name - personnel number - function group - grade. <p>Other personal data: Article 34 (1) of the Staff Regulations stipulates that "Where, during his probationary period, an official is prevented, by sickness, maternity leave under Article 58, or accident, from performing his duties for a continuous period of at least one month, the appointing authority may extend his probationary period by the corresponding length of time".</p> <p>The extension of the deadline would be handled as follows: the HR service who is also responsible for leave management would alert the Reporting Officer of the need for an extension of the deadline. The HR staff member concerned would in consultation with the reporting officer, prepare a letter detailing the reasons for the extension in line with CEOS. The RO ensures that objectives are revised as necessary and the final report is an assessment against these objectives. While the fact that an extension took place can implicitly be derived from the periods noted in the report, no reference to sickness, maternity leave or accident would normally be made in the report unless the jobholder chose to do so in the self-assessment.</p>
9.	Time limit for keeping the data	As the probation, management probation and annual reports of the Executive Director are part of the personal file , the conservation period is the same as for

		<p>the personal file, i.e. 8 years after the extinction of all rights of the person concerned and of any dependents, but at least 120 years after the date of birth of the official concerned.</p> <p>Only anonymised data might be stored for statistical/historical purposes.</p>
10.	Recipients of the data	<p>The Executive Director, the reporting officers, the countersigning officers, HR staff dealing with probation period reports, the appeal assessor (where applicable).</p> <p>Other possible recipients to whom data may be disclosed: the appeals committee of Cedefop, the Court of Auditors, OLAF, Internal Audit Service of the European Commission and the General Court.</p> <p>Other EU institutions in the case of a transfer as personal files follow the staff member to the next institution.</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	NO
12.	General description of security measures where possible.	The reports are stored in the personal files, which are kept in locked cupboards inside the HR office. Physical personal files may only be consulted on the premises of the HR service. Personal files are also stored electronically in Livelink and access is granted to the relevant staff member.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<i>Privacy Statement available on intranet</i>