



**European Union Aviation Safety Agency**

FO Personal data processing records and compliance checklist - Public

Ref # 041

Nr.	Item	Explanation
<b>Staff evaluation and competence management</b>		
1.	Last update of this record	25/01/2021
2.	Reference number	041
<b>Part 1 – Article 31 of Regulation (EU) 2018/1725 - Record (recommendation: Publicly available)</b>		
3.	Name and contact details of the controller and of the staff member responsible	<p>Controller: European Union Aviation Safety Agency (EASA)</p> <p>Staff member responsible:</p> <ul style="list-style-type: none"> <li>• Section Manager Learning &amp; Development Services (<a href="mailto:hr.info@easa.europa.eu">hr.info@easa.europa.eu</a>)</li> <li>• Section Manager Employee Services (<a href="mailto:hr.info@easa.europa.eu">hr.info@easa.europa.eu</a>)</li> </ul>
4.	Name and contact details of DPO	<a href="mailto:dpo@easa.europa.eu">dpo@easa.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	<i>Not applicable</i>
6.	Name and contact details of processor (where applicable)	<i>Not applicable</i>
7.	Purpose of the processing	The purpose of the personal data processing is to have an established framework in accordance with the statutory provisions related to:





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		<ul style="list-style-type: none"><li>• Performance evaluations:<ul style="list-style-type: none"><li>➤ evaluation of the ability, efficiency and conduct of staff members</li></ul></li><li>• Competence management aiming at structured approach towards strategic workforce planning, capacity management and staff development (e.g. training, mobility, career development, succession):<ul style="list-style-type: none"><li>➤ assessment of competences relevant to the role (knowledge and skills)</li><li>➤ repository of work experience and qualifications</li></ul></li><li>• Evaluation of probationary period<ul style="list-style-type: none"><li>➤ for staff: confirmation of the contract of employment in accordance with Article 34 of the Staff Regulations</li><li>➤ for middle management: confirmation of middle management functions in accordance with Article 44(2) of the Staff Regulations</li></ul></li><li>• Contract renewal:<ul style="list-style-type: none"><li>➤ as prerequisite: confirmation of the continuation of the post which is currently occupied by the jobholder</li><li>➤ confirmation of the competences and performance of the jobholder, justifying the contract renewal either for a fixed term period or an indefinite period</li></ul></li><li>• Promotion: Reclassification of temporary/contract agents</li></ul>
8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	<p>EASA processes the data of the following data subjects:</p> <ul style="list-style-type: none"><li>- Temporary agents</li><li>- Contract agents</li><li>- Seconded National Experts (SNEs).</li></ul> <p>Categories of personal data collected for performance evaluations, evaluation of probation period, promotion and contract renewal purposes:</p> <ul style="list-style-type: none"><li>- Data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</li><li>- Personal identification numbers</li><li>- Concerning pay, allowances and bank accounts</li><li>- Concerning recruitment and contracts</li><li>- Concerning leave and absences</li></ul>





		<p>Categories of personal data collected for competence management purposes:</p> <ul style="list-style-type: none"><li>- Personal identification numbers and general contact details</li><li>- Data to be used to assess competences relevant to the role (knowledge and skills, e.g. computer skills, management skills, language skills, university and non-university education, etc.)</li><li>- Concerning the data subject's career and development, e.g. qualifications, internal and external work history, including training</li></ul>
9.	Time limit for keeping the data	<p>Performance evaluations:</p> <ul style="list-style-type: none"><li>- 10 years as of the termination of employment or as of the last pension payment.</li></ul> <p>Competence management:</p> <ul style="list-style-type: none"><li>- 3 months as of the termination of employment.</li></ul> <p>Probation period &amp; management probationary reports:</p> <ul style="list-style-type: none"><li>- 10 years as of the termination of employment or as of the last pension payment.</li></ul> <p>Promotion - Reclassification of temporary/contract agents:</p> <ul style="list-style-type: none"><li>- ED decisions on the staff members proposed for reclassification are kept permanently. Possible amending clause of the contract of employment kept for 10 years as of the termination of employment or as of the last pension payment.</li></ul> <p>Contract renewal:</p> <ul style="list-style-type: none"><li>- 10 years as of the termination of employment or as of the last pension payment.</li></ul>
10.	Recipients of the data	<p>In general, recipients of data are:</p> <p>Hierarchical superiors, authority authorised to conclude contracts of employment, staff concerned in the HR Department.</p> <p>Promotion - Reclassification of temporary/contract agents: in addition to the above access is given to:</p> <ul style="list-style-type: none"><li>- As per Implementing Rules: Staff Committee (in their role as JRC members)</li><li>- HR Focal points for coordinating Directorates' inputs</li></ul>





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		<p>Performance evaluation: in addition to the above access is given to</p> <ul style="list-style-type: none"> <li>- Staff coordinating the performance &amp; development activities in the Directorates (e.g. Policy Officer)</li> </ul> <p>Competence management: in addition to the above access is given to</p> <ul style="list-style-type: none"> <li>- Staff coordinating the performance &amp; development activities in the Directorates (e.g. Policy Officer)</li> <li>- Staff coordinating the resource planning (e.g. Programming Officer)</li> </ul>
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.	<p>Performance evaluation:</p> <ul style="list-style-type: none"> <li>- Data is stored in an IT tool. Access control: Performance appraisal tool with coding control and passwords in place. The relevant information within the tool is accessible only to the jobholder, reporting officer, countersigning officer and designated staff in HR.</li> </ul> <p>Competence management:</p> <ul style="list-style-type: none"> <li>- Data relevant for competence management will be stored in an IT tool/master excel file. The master file is centrally managed by HR, and stored in a folder with restricted access until a central IT tool can be fully deployed.</li> </ul> <p>Probation period report &amp; management probationary reports:</p> <ul style="list-style-type: none"> <li>- Process done electronically (e-mail). E-Mail marked as confidential, sent to responsible line management and saved in a restricted folder.</li> <li>- Paper personal files are locked in cupboards accessible to staff members concerned, Section Managers, Head of Department, Directors, AACC, HR staff concerned.</li> </ul> <p>Promotion - Reclassification of temporary/contract agents:</p>





		<p>- ED decisions on the staff members proposed for reclassification published to all staff; letters confirming the promotion is accessible to staff member concerned and part of the personal file. Excel file comparing staff members merit is accessible to AACC, Directors, Staff Committee (in their role as JRC members), designated staff within HR, and HR Focal points who coordinate data inputs for their Directorate. The reclassification file is digitally stored in Excel on a restricted HR drive which is accessible to the unit managing the reclassification process.</p> <p>Contract renewal:</p> <ul style="list-style-type: none"><li>- Contract renewal process is recorded in ARES (contract, report, offer letter).</li><li>- Paper personal files are locked in cabinets accessible only to staff member's concerned, Section Managers, Head of Department, Directors, AACC, HR.</li></ul>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the below privacy statement.	See privacy statement





## PRIVACY STATEMENT

### *[Staff evaluation and competence management] [Ref # 41]*

#### 1. What personal data do we collect?

Categories of personal data collected for performance evaluations, evaluation of probation period, promotion and contract renewal purposes:

- Data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)
- Personal identification numbers
- Concerning pay, allowances and bank accounts
- Concerning recruitment and contracts
- Concerning leave and absences

Categories of personal data collected for competence management purposes:

- Personal identification numbers and general contact details.
- Data to be used to assess competences relevant to the role (knowledge and skills, e.g. computer skills, management skills, language skills, university and non-university education, etc.).
- Concerning the data subject's career and development, e.g. qualifications, internal and external work history, including training.

#### 2. For what purpose do we collect personal data and on which legal basis?

The purpose of the personal data processing is to have an established framework in accordance with the statutory provisions related to:

- Performance evaluations:
  - evaluation of the ability, efficiency and conduct of staff members
- Competence management aiming at structured approach towards strategic workforce planning, capacity management and staff development (e.g. training, mobility, career development, succession):
  - assessment of competences relevant to the role (knowledge and skills)
  - repository of work experience and qualifications





- Evaluation of probationary period
  - for staff: confirmation of the contract of employment in accordance with Article 34 of the Staff Regulations
  - for middle management: confirmation of middle management functions in accordance with Article 44(2) of the Staff Regulations
- Contract renewal:
  - as a prerequisite: confirmation of the continuation of the post which is currently occupied by the jobholder
  - confirmation of the competences and performance of the jobholder, justifying the contract renewal either for a fixed term period or an indefinite period
- Promotion: Reclassification of temporary/contract agents

#### Legal basis and necessity for processing

- In accordance with Article 5. 1. (a) of Regulation (EU) 2018/1725, the processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities.
- Art. 95 of Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91
- Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Communities (CEOS), in particular
  - article 24(a) of the Staff Regulations as well as Article 11 of the CEOS;
  - article 8 and 85 of the CEOS
  - article 34 of Staff Regulations and 14 and 84 of CEOS
  - article 43, 44
  - article 45
- MB Decision 08-2019 on Middle Management Staff

### **3. Who may receive your personal data?**

In general, recipients of data are: hierarchical superiors, authority authorised to conclude contracts of employment, staff concerned in the HR Department.





Promotion - Reclassification of temporary/contract agents in addition to the above access is given to:

- As per Implementing Rules: Staff Committee (in their role as JRC members)
- HR Focal points for coordinating Directorates' inputs

Performance evaluation: in addition to the above access is given to

- Staff coordinating the performance & development activities in the Directorates (e.g. Policy Officer)

Competence management: in addition to the above access is given to

- Staff coordinating the performance & development activities in the Directorates (e.g. Policy Officer)
- Staff coordinating the resource planning (e.g. Programming Officer)

#### 4. How long are your personal data kept?

Performance evaluations:

- 10 years as of the termination of employment or as of the last pension payment.

Competence management:

- 3 months as of the termination of employment.

Probation period & management probationary reports:

- 10 years as of the termination of employment or as of the last pension payment.

Promotion - Reclassification of temporary/contract agents:

- ED decisions on the staff members proposed for reclassification kept permanently. Possible amending clause of the contract of employment kept for 10 years as of the termination of employment or as of the last pension payment.

Contract renewal:

- 10 years as of the termination of employment or as of the last pension payment.







## 5. What are your rights?

You have the right to request from EASA access to, and rectification or erasure, of your personal data or restriction of processing.

Data subjects can contact the controller and the staff member responsible at [hr.info@easa.europa.eu](mailto:hr.info@easa.europa.eu) directly to express their rights.

In case data subjects exercise their rights regarding data for staff evaluation and competence management, it is possible to either access and retrieve this data through an IT tool (e.g. SuccessFactors) or manually (e.g. for contract renewal and probation). Deletion of data will be performed by HR staff or data owner where possible.

EASA should provide information on the actions taken upon a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

A breach concerning your personal data should be communicated to you under certain circumstances. EASA should also ensure the confidentiality of electronic communications.

## 6. Who is the data controller and how to exercise your rights?

EASA should exercise the tasks of the data controller for the purpose of these processing operations.

To exercise the mentioned rights, you can contact the controller by sending an email to:

- Section Manager Learning & Development Services ([hr.info@easa.europa.eu](mailto:hr.info@easa.europa.eu))
- Section Manager Employee Services ([hr.info@easa.europa.eu](mailto:hr.info@easa.europa.eu))

If you consider your data protection rights have been breached, you can always lodge a complaint with the EASA's Data Protection Officer ([dpo@easa.europa.eu](mailto:dpo@easa.europa.eu)) or with the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

