

| <b>01 - Name of processing</b>  | <b>Reclassification of eligible temporary and contract agents at the ERA</b>  |
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| 02 - Reference  | 25  |
| 03 - Submission Date  | 11-04-12  |
| 04 - Last update  | 09-09-21  |
| 05a - Controller  | RICOTTA Salvatore   |
| 05b - Unit-Sector   | Human Resources   |
| 05c - Controller's email  | HoUResourcesandSupport@era.europa.eu  |
| 06 - DPO  | DataProtectionOfficer@era.europa.eu<br>120 Rue Marc Lefrancq, 59300 Valenciennes, France<br>Tel.+33 (0) 32 70 96 500  |
| 07 - Name and contact details of joint controller<br>(where applicable) |   |
| 08a - Who is actually conducting the processing?<br>(Article 31.1(a))   | The data is processed by ERA (responsible unit) itself  |
| 08b - Name and contact details of processor<br>(where applicable)       | N/A   |
| 09 - Purpose of processing  | Assessment of an eligible temporary and contract agent with a view to reclassify him/her to the first step in the next grade of the function group to which he/she belongs.   |
| 10a - Data Subjects   | Eligible temporary and contract agents engaged at the agency (as defined in Art. 2(f) and 3(a) of the CEOS).  |
| 10b - Personal data   | Data collected include name, surname, personnel number, function group, grade, seniority in step, department/unit/team, function, outcome of the annual qualitative appraisal(s), level of responsibilities and information about the third language (for a first reclassification for TAs and for the 2nd renewal CoE CAs in FG IV).<br>Data collected also include internal consultation within the related department/unit and comparative merit exercise. |
| 11 - Time limit for keeping the data                                    | Ten 10 years from the termination of employment or from the last pension payment, whatever applicable.  |

12 - Recipients of the data

The recipients of the data are: the temporary and contract agents, the Heads of Department/Unit of the temporary and contract agents concerned, the AACC, the designated HR staff dealing with reclassification, the members of the Management Team and the members of the Joint Reclassification Committee and the members of the Joint Committee. Additionally, external supervisory instances of the agency (i.e. European Court of Auditors, Internal Audit Service, and in case of controversy, the Civil Service Tribunal, the European Ombudsman, etc.) can have access to those data according to the legal provisions in force.

13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

N/A

14 - How is data stored? What are the security measures implemented?

The ED Decisions on reclassification are stored in a designated sharepoint area (HR Legal Framework). The related documents are stored in a designated sharepoint library by the data protection controller.

15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice

a) Data subjects have full access to the relevant decisions which are posted on the agency's intranet which also contains the related privacy statement. Data subjects also have access to personal data pertaining to the reclassification exercise: the HR table identifying the eligible staff, the internal consultations ran by the line managers within the related unit and the full comparative merit exercise ran by the Management Team. Special information sessions on the topic are organised for the agency's staff yearly.

b) Data subjects have the right to access their data to require the Controller to rectify without delay any inaccurate or incomplete personal data. They have the right to require the Controller to erase data if the processing is unlawful. For this, the data subject concerned need to contact the Controller by email (put in copy the designated HR staff).

Data subjects can send their request to the controller: [HoUResourcesandSupport@era.europa.eu](mailto:HoUResourcesandSupport@era.europa.eu) or [JRC@era.europa.eu](mailto:JRC@era.europa.eu)  
The Controller shall deal with your request for rectification of data within one month from the introduction of the request. As far as requests for blocking and erasure, the Controller disposes of three calendar months to give follow up to the request from the moment of its reception. Furthermore, data subjects can address the agency's Data Protection Officer at any time, using the following contact address: [DataProtectionOfficer@era.europa.eu](mailto:DataProtectionOfficer@era.europa.eu) and *seek advice/ask an opinion from the EDPS.*

15a - Data subject rights

Right to have access

16 - Legal Basis

SR (art. 45) & CEOS (art. 10, 15);

17 - Lawfulness of processing

Article 5 b) of Regulation (EU) 2018/1725 The processing is necessary for compliance with legal obligations as set out in the SRs art. 45 and CEOS Art. 10, 15 and the accompanying implementing rules.

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| 18 - Data minimisation                      | The data are necessary to indentify who is eligible for reclassification and to process the information to the relevant actors once the reclassification is formalised. |
| 19 - Accuracy                               | The data re the eligibility of staff for reclassification derives from differend HR data bases.   |
| 20 - Threshold assessment                   | NA  |
| 21 - Special category data                  | NA  |
| 22 - DPIA                                   | NA  |
| 23 - Link to the Threshold assessment-Risks |   |
| 24 - Other related documents                |   |