

# EUISS record of processing activity

## Evaluation – Promotion of staff

1	Last update of this record	13/10/2020
2	Reference number	ADM-002
3	Name and contact details of controller	European Union Institute for Security Studies 100, avenue de Suffren F-75015 Paris France +33 1 56 89 19 30  Responsible department or role: Head of Administration and Personnel of the EUISS  Contact form for enquiries on processing of personal data to be preferably used: <a href="https://www.iss.europa.eu/contact">https://www.iss.europa.eu/contact</a>
4	Contact details of the DPO	<a href="https://www.iss.europa.eu/contact">https://www.iss.europa.eu/contact</a>
5	Name and contact details of joint controller (where applicable)	Not applicable
6	Name and contact details of processor (where applicable)	Not applicable
7	Description and purpose of the processing	To evaluate yearly the ability, efficiency and conduct in the service of Contract Staff Members and decide on their possible promotion.  The legal basis of the processing operation are: - the EUISS Staff Regulations (Council Decision 2016/1182/CFSP of 18 July 2016 concerning the Staff Regulations of the European Union Institute for Security Studies);

8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>Contract Staff Members engaged for a period of one year or more who have completed their probation period.</p> <p>Personal data processed:</p> <p>First name, surname, job title, grade and step, details on latest changes regarding the grade and step, dates of beginning and end of employment contract, name and job title of the supervisor(s) responsible for the evaluation;</p> <p>Date of the evaluation interview;</p> <p>The content of the evaluation itself that is to be completed taking into account the accomplishments of the evaluated staff member, their efficiency, ability and conduct against the specific objectives and their overall contribution, followed by recommendations and/or objectives for the year to come;</p> <p>Facultative comments of the evaluated staff member;</p> <p>Decision regarding the promotion of the staff member with indication of grade/step and date of implementation.</p>
9	Time limit for keeping the data	<p>The evaluation forms are kept in the personnel files.</p> <p>Personnel files are kept complete for the duration of employment and for an additional period of 2 years after the jobholder has terminated employment at the EUISS.</p>
10	Recipients of the data	<p>The Director, the evaluated staff member's direct supervisor(s), the Head of Administration and Personnel, the HR coordinator, the evaluated staff members themselves;</p> <p>The Financial Officer: exclusively the decision on the promotions and their date of implementation (budgetary planning purposes).</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	<p>The EUISS has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.</p> <p>The data are accessed exclusively on a need to know basis.</p> <p>The physical personnel files are stored in locked cupboards with restricted access in the HR Coordinator's office.</p>
13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Additional information is available by following the link to privacy statement <a href="#">here</a> (link to privacy statement).