RECORD OF PERSONAL DATA PROCESSING ACTIVITY

Based on Article 31 of the Regulation (EU) 2018/1725 on the protection of natural persons with regards to the processing of personal data by the Union Institutions, bodies, offices and agencies and on the free movement of such data, each responsible EASME data controller has to maintain a record of the processing activities under his/her responsibility.

**Record No:** R-2019- 13  
**Initial approval by Data Controller:** see date of Ares signature

**Previous Notification (if applicable):** DPO-2011-06  
**Update(s) (if applicable):** 12/2016

**NAME OF THE PROCESSING ACTIVITY**

Probationary Period Report

**IDENTIFICATION OF THE DATA CONTROLLER**

Executive Agency for Small and Medium-sized Enterprises (EASME), Head of Unit C.2. Administration - C.2.1 HR Sector.

**GROUND FOR THIS RECORD (select relevant ground)**

- Record of a new type of processing activity of personal data (before its implementation)
- Record of a processing activity of personal data that is already in place (ex-post)
- X Change/Amendment/ Update of an already existing previous record (or previous notification to DPO)

**DESCRIPTION OF THE PROCESSING ACTIVITY**

Before being confirmed in a position, an agent must serve a probationary period which varies according to the type of contract: generally 9 months, excepts for contract staff FGI (6 months).

This process is divided into two parts:

- Mid-Term review which is done after three months and
- End of probation period report which covers the whole period of 9 (or 6) months.

In cases of extended justified leave of at least 1 month, the probationary period can be extended but cannot in any case exceed 15 months.

The end of probation period report concludes with a satisfactory or unsatisfactory recommendation to the AIPN to confirm the staff in their position.

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1. INFORMATION ON THE PROCESSING ACTIVITY of Probationary period Report

This processing activity is performed in accordance with Regulation (EU) No 2018/1725 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

1.1. The Data Controller is:
Head of Unit Administration C.2. at the Executive Agency for Small and Medium-sized Enterprises (EASME), Place Charles Rogier 16, B-1049 Brussels and can be contacted at: EASME-HR-Administration@ec.europa.eu

1.2. The following entity(ies) is/are acting as Processor(s):
N/A

1.3. The legal basis for the processing based on Article 5(1) of Regulation 2018/1725:

☐ (a) the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union Institution or body;

☐ (a2) the processing is necessary for the management and functioning of the Union Institutions or bodies (Recital (22) of Regulation 2018/1725);

☒ (b) the processing is necessary for compliance with a legal obligation to which the controller is subject, which are the EASME Steering Committee Decision of 14.12.2017 adopting by analogy the Commission Decision C(2017)6760 of 16.10.2017 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof in its Art.11 and the EASME Steering Committee Decision of 23.03.2015 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union in its Art.15 are applicable in order to comply with legal obligations.

☐ (c) the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

☐ (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

☐ (e) the processing is necessary in order to protect the vital interests of the data subject or of another natural person.

1.4. The purposes of this processing are to: collect personal data to manage the probationary periods of staff members, ensure good integration of newcomers and help early detection of areas that need more attention or training (Mid-Term Probationary Report) and assess the overall individual performance during the whole probationary period (Probationary Period Report) in order to confirm or not the staff in the position.

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1.5. **The categories of data subjects** concerned by this processing are:
All categories of EASME staff members (CA, TA, SNE if applicable) joining the agency or changing positions.

1.6. **The following personal data** are collected:
Data extracted from Sysper: personal identification data (first name, last name, personal ID); Career-related data (position, grade, unit, start date, type of contract). Opinion of the staff member and his/her reporting officer on the subject of performance and training needs.
The above-mentioned personal data are mandatory for the purpose(s) outline above.

1.7. **The recipients** to whom of the personal data will or might be disclosed are:
EASME Reporting officers in charge, competent EASME HR staff, and in case of appeal, the Appeal Assessor and Joint Committee members; and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, Court of Auditors, European Anti-fraud Office – OLAF).

1.8. Personal data **will not be transferred to third countries or international organisations.**

1.9. The processing of this personal data **will not include** automated decision-making (such as profiling).

1.10. **The following technical and organisational security measures** are in place to safeguard the processing of this personal data:
Data are stored in the personal file of the staff member both in hard and electronic copies. Hard copies are stored in a secure locked room. Electronic files are accessed only by authorised EASME HR staff on a need to know basis. A limited set of data can also be accessed through an internal IT tool (Hero) accessible only to authorised EASME HR staff.

1.11. The personal data concerned **will be kept for a maximum period** of 10 years after the extinction of all rights of the staff member at the end of the career, in line with the Commission Retention List. Data will be deleted at the end of this period.

1.12. **Data Subjects are informed** on the processing of their personal data via a **data protection notice on their rights**:
- to access their personal data held by a controller;
- to request their personal data held by a controller to be corrected;
- to obtain in some situations erasure of their personal data held by a controller, e.g. when data are held unlawfully (right to be forgotten);
- to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal;
- of recourse at any time to the EASME Data Protection Officer at EASME-DPO@ec.europa.eu and to the European Data Protection Supervisor at https://edps.europa.eu.

**Request from a data subject to exercise a right** will be dealt within **one month**. Restrictions in particular to the right to access, modification or cancelation in accordance with Article 25 of Regulation (EU) No 2018/1725 will apply in case of pre/investigations for irregularities or anti-fraud in order not to jeopardize potential investigations.

Any queries concerning the processing of personal data, have to be addressed to the Data Controller indicated above in 1.1. at EASME-HR-APPRaisal@ec.europa.eu.

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