



## RECORD OF PERSONAL DATA PROCESSING ACTIVITY

*In accordance with Article 31 of the Regulation (EU) 2018/1725 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 (Regulation), individuals whose personal data are processed by the Research Executive Agency (REA or Agency) in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing activities.*

Record No: 06  
Created on (date): 29 April 2019  
Last update (date):

### NAME OF THE PROCESSING ACTIVITY

Assessment of the ability of to work in a third EU language

## **1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION**

### **1.1. Name and contact details of controller**

The controller is the Research Executive Agency (REA). For organisational reasons, the role of the data controller is exercised by Ms Sari Vartiainen, head of Unit C1 ("Administration") of the REA. The controller may be contacted via functional mailbox: [REA-HR@ec.europa.eu](mailto:REA-HR@ec.europa.eu).

### **1.2. Name and contact details of the Data Protection Officer (DPO)**

Mr Evangelos Tsavalopoulos ([REA-DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:REA-DATA-PROTECTION-OFFICER@ec.europa.eu)).

### **1.3. Name and contact details of joint controller (where applicable)**

Not applicable.

### **1.4. Name and contact details of processor (where applicable)**

- EPSO for Language exams organised by EPSO or when the opinion of the EPSO Committee is requested ([EPSO-TROISIEME-LANGUE@ec.europa.eu](mailto:EPSO-TROISIEME-LANGUE@ec.europa.eu));
- DG HR for EU Learn ([HR-EU-LEARN@ec.europa.eu](mailto:HR-EU-LEARN@ec.europa.eu));
- DG HR for SYSPER ([HR-MAILA3@ec.europa.eu](mailto:HR-MAILA3@ec.europa.eu));
- DG DIGIT for "ICT services" (ARES/HAN, functional mailboxes, etc.) ([DIGIT-MOU@ec.europa.eu](mailto:DIGIT-MOU@ec.europa.eu)).

### **1.5. Purpose of the processing**

The Human Resources Sector of the Agency (REA HR) defines, coordinates and ensures the implementation of human resources policies covering the the whole employment cycle. It does so by following the relevant provisions of the Staff Regulations and the Conditions of Employment of Other Servants of the European Communities (CEOS).

The purpose of the processing is to assess the ability to work in a third language in accordance with Article 45(2) of the Staff Regulations, which is applicable to Temporary Staff in accordance with the Agency's decision REA/SC(2015) WP.9 on the career of Temporary Staff and to their assignment to a post carrying a higher grade than that at which they were engaged and in accordance with Article 85(3) of the CEOS (Conditions of Employment of Other Servants of the European Communities), which is applicable to Contract Agents of function group IV before renewal of their contract for an indefinite period.

### **1.6. Legal basis for the processing**

Article 45(2) of the Staff Regulations which is applicable to Temporary Staff in accordance to the Agency's decision REA/SC(2015) WP.9 on the career of Temporary Staff;

Article 85(3) of the CEOS (Conditions of Employment of Other Servants of the European Communities) which is applicable to Contract Agents of function group IV.

REA Learning and Development Strategy 2018-2019;

Commission Decision on Training of 7 May 2002 (C (2002)1577).

### **1.7. Categories of data subjects**

Staff of the Agency (Contractual and temporary staff in active position):

- Temporary Staff (TAs) prior to the reclassification exercise;
- Contract Agents function group IV (CAs) prior to a contract renewal of indefinite period.

## 1.8. Categories of personal data

The personal data that may be collected and processed in the context of this processing activity is the following:

### Identification data

Surname, first name, personnel number, email address, grade, Institution and place of employment, type of contract, unit, date of end of contract, office address, phone number, Status of participation (EU Learn) in EC language courses.

### Education data

- First and second languages chosen for the competition or selection procedure leading to recruitment.
- Third language chosen for the purposes of the evaluation of Temporary Staff or for the purpose of a contract renewal of indefinite period for Contract Agent Staff.
- Title of diploma and training body where diploma was obtained.

## 1.9. Retention time (time limit for keeping the personal data)

The proof of ability to work in a third language will be kept in the electronic personal file of the data subject in SYSPER, therefore it will be retained for 8 years after the extinction of all rights of the person concerned and of any dependants, and for at least 100 years after the recruitment of the person.

The supporting documents (copies of diplomas/certificates, templates and assessment documents) provided by the staff members to REA HR in order to prove their ability to work in a third language are removed/deleted from REA servers (outlook and shared drive) once the final decision is communicated.

Documents (e.g. Excel file) used by REA HR for administrative and follow-up purposes relevant to this procedure should be considered as a live documents. Personal data (Name, Surname, Type of Staff) of data subjects residing in this file will be deleted as soon as they have fulfilled the third language requirements.

Is any further processing for historical, statistical or scientific purposes envisaged? **No**

## 1.10. Recipients of the data

Within the Agency, the following recipients may have access to the data:

- The Competent Appointing Authority of REA (the Director of the Agency);
- The Heads of Unit of REA;
- Authorised staff members of REA Human Resources and Legal Services.

Other potential recipients:

- EPSO (when an EPSO test is communicated or the opinion of the EPSO Committee is requested);
- External companies (contractors engaged by EPSO) carrying out the tests in case of externalisation of the service;
- European Ombudsman;
- The Court of Justice of the European Union (Court of Justice, the General Court and the Civil Service Tribunal);
- European Anti-Fraud Office (OLAF);
- European Court of Auditors (ECA);

- Internal Audit Service (IAS);
- Directorate General Human Resources and Security (DG HR);
- Investigations and Disciplinary Office (IDOC);
- European Data Protection Supervisor (EDPS).

This transmission is restricted to the information necessary for the legitimate performance of tasks within the competence of the recipient. The recipients of the data are reminded of their obligation not to use the data received for other purposes than the one for which they were transmitted.

#### **1.11. Transfers of personal data to third countries or international organisations**

Not applicable.

#### **1.12. High-level description of security measures**

All data in electronic format (emails, documents, etc.) that are processed during this processing activity are stored either on the servers of the European Commission or of the REA, the operations of which abide by the European Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services. Access to data is granted only to authorised members of the REA staff.

#### **1.13. Data Protection Notice**

A Data Protection Notice (DPN) relevant to this data processing activity is available under the REA Intranet (Section "Data Protection").