



EMA/408560/2019

Record of data processing activity regarding performance management (public)

1.	Last update of this record, version number:	4 December 2019, version 1
2.	Reference number:	A17
3.	Name and contact details of controller:	European Medicines Agency Head of Administration and Corporate Management Division datacontroller.administration@ema.europa.eu
4.	Name and contact details of DPO:	dataprotection@ema.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	N/A
7.	Purpose of the processing	Collection of information on Staff Members relevant for performance management. Formally recognising, evaluating and providing feedback (on an annual basis and during the first nine months from the start of the contract via a probation report) on each staff member's performance and contributions as a member of a team. Where the performance is unsatisfactory, data is processed for the purpose of blocking the advancement in step of the staff member concerned Reports may be taken into account when considering comparative merits in the context of reclassification.
8.	Description of categories of persons whose data EMA processes and list of data categories	Temporary Agents and Contract Agents List of data categories: <ul style="list-style-type: none">• Basic personal information about the staff member, i.e. surname, first name, contract start date, grade,



		<p>evaluation period considered in the report, reporting officer, appeal assessor, job title;</p> <ul style="list-style-type: none"> • Staff member's self-assessment and reporting officer's evaluation of the staff member. • Satisfactory or unsatisfactory outcome of the performance evaluation and any final comments made by the reporting officer, if applicable by the countersigning officer, the appeal assessor and by the job holder.
9.	Time limit for keeping the data	<p>Temporary Agents and Contract Agents are covered by Article 26 of the Staff Regulations. The personal file of an official shall contain all documents concerning his administrative status.</p> <p>EMA's "Internal guidance for archiving and disposal of documents in Staff Matters, Talent Acquisition and Competency Development services" states that personal files are kept until the staff member is deceased and pension payments to dependents end.</p> <p>The European Commission's "Liste commune de conservation des dossiers au niveau de la Commission européenne" SEC(2007)970/1 states that personal files are kept for up to 8 years after the extinction of all rights of the person concerned and of any dependants, but until at least 120 years after the date of birth of the interested party.</p> <p>However, appraisal reports of staff are destroyed one year after the staff member departure in accordance with EDPS guidance.</p>
10.	Recipients of the data	<p>Data subject, Reporting officer, Appeal Assessor, Countersigning Officer, hierarchically relevant Line Managers, relevant Staff members working in HR, Deputy Executive Director, Executive Director and Assistant to Executive Director.</p> <p>The hierarchically relevant Assistants to the Line Managers can only see the step in the process flow that the appraisal form has reached, but cannot see the content of the actual form.</p>
11.	Are there any transfers of personal data to third countries or international organisations?	N/A
12.	General description of security measures, where possible.	<p>Paper copies are stored in locked cabinets (previous to 2014). Keys kept in safe and the code of safe is only available to Personnel Staff.</p> <p>Scanned versions (prior to 2014) are kept in a secure Dream area accessible to a limited number of staff in Staff Matters Service.</p> <p>According to Article 6 of the Staff Regulations the personal file is kept confidential and consulted only in the offices of the administration or on a secure electronic medium.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Details concerning the processing of your personal data are available on the Agency's website at: https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement, where you may find the EMA General Privacy Statement as well as the privacy statements on specific data processing operations.</p>