



Record of processing activity No 30 – Appraisals

Title	Appraisals
Name and contact details of controller	ECCC, People and Resources Unit – Corporate Services Sector – Human Resources (hr[at]eccc.europa.eu)
Name and contact details of DPO	data-protection [at] eccc.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	- European Commission SG.C.1 - Transparency, Document Management & Access to Documents offering ARES service. For more information please consult ECCC Record of processing activity No 19 – Records management and archives systems: HERMES-ARES-NOMCOM (HAN) - Where appraisal-related documents or communications are processed in ECCC Microsoft 365 services, Microsoft Ireland Operations Ltd acts as processor for the provision of M365 services acquired through SLA DIGIT-073-00.
Purpose of the processing	To facilitate assessment and management of the individual performance of ECCC staff members during the annual appraisal exercise; to provide feedback from managers; to support future career development and training needs; and, where applicable, to support related HR decisions such as reclassification, contract renewal or follow-up in accordance with the Staff Regulations, CEOS and ECCC implementing rules.
Description of data subjects	ECCC staff members subject to the annual appraisal exercise, including temporary agents and contract agents, and other categories covered by the applicable ECCC rules where relevant. The processing may also concern the jobholder's reporting officer, reporting officer by delegation, countersigning officer, appeal assessor and members of the relevant committee where they intervene in the procedure.
Description of data categories	Personal identification and employment data: first name, last name, personnel ID/Per ID, organisational entity/unit, function, job title or job description, function group, grade, step/seniority, administrative status, contract type, contract start date and relevant career history or job assignment data. Appraisal procedure data: type of report, reporting year/period, state/step of the report, dates and deadlines of procedural steps, next actor, author of actions/comments, and information on whether the report is accepted, refused, appealed or finalised. Actors' data: first name, last name and personnel ID/Per ID of the reporting officer, reporting officer by delegation, countersigning officer, appeal assessor and committee members where applicable. Performance and development data: self-assessment, reporting officer appraisal, comments/dialogue, assessment of efficiency, ability and conduct in the service, languages, responsibilities, achievements, objectives, learning and development needs, career

	development comments, and final recommendation/conclusion, including satisfactory or unsatisfactory performance where applicable. Appeal/review data, where applicable: reasons for refusal or appeal, observations of the jobholder and assessors, opinion of the relevant committee and final decision/finalised report. The data are mandatory where they are necessary for the annual appraisal procedure and related HR follow-up.
Time limits (for the erasure of data)	The final appraisal report forms part of the staff member's personal file. It is therefore retained in accordance with the retention period applicable to ECCC personal files, namely 10 years as of the termination of employment or as of the last pension payment, as applicable.
Data recipients	• Within ECCC: the jobholder; reporting officer; reporting officer by delegation, where applicable; countersigning officer; appeal assessor; members of the relevant appraisal/joint committee where applicable; authorised HR staff; the Authority Authorised to Conclude Contracts of Employment/Appointing Authority and authorised management involved in the procedure, strictly on a need-to-know basis. • Outside ECCC: authorised European Commission staff for system administration/Ares support where applicable; duly authorised IT/system administrators strictly where necessary for operation, maintenance, troubleshooting or security; and EU bodies charged with monitoring, audit or investigation tasks under EU law, such as internal audit, the European Court of Auditors, OLAF and EPPO, where applicable.
Transfers to third countries	No transfer of personal data outside the EU/EEA or to international organisations is foreseen for this processing activity.
Security measures – General description	The appraisal process is managed in secure corporate systems, in particular in ARES where applicable, with access restricted to authorised actors according to their role in the procedure and on a need-to-know basis. Access is protected by authentication and role-based permissions. Appraisal information is handled with the confidentiality required for staff matters. Where ECCC Microsoft 365 services are used for supporting documents or communications, ECCC applies the technical and organisational security measures applicable to M365 E5 and its internal information security policies.
Privacy statement	A dedicated Data Protection Notice for the annual appraisal exercise is made available to ECCC staff via the ECCC intranet.