



Record <sup>1</sup> of processing activities Regarding the management of the Annual Reclassification exercise at the European Institute of Innovation and Technology		
Nr	Item	Description
1	Reference number	DPO-12-13
2	Name of the data controller, the data protection officer and processor <sup>2</sup> , if applicable and contact details	The data controller is the Head of the Administration Unit. Contact e-mail: ( <a href="mailto:HR@eit.europa.eu">HR@eit.europa.eu</a> ).  Contact e-mail of the <b>Data Protection Officer</b> : <a href="mailto:EIT-DPO@eit.europa.eu">EIT-DPO@eit.europa.eu</a>
3	Purposes of the processing	The purpose of personal data processing is to conduct the annual reclassification exercise within the EIT.  As of 19 June 2023, the EIT uses the SYSPER 2 “Reclassification” module: the computer tool used by the European Commission to manage the annual reclassification exercise. Besides the SYSPER 2 module, the EIT processes the data using excel tables and ARES.  The annual reclassification exercise shall be launched only once the appraisal exercise organised in the same year has been finalised.  The stages of the annual reclassification exercise are as follows:  – Director’s proposal on the list of the staff members for reclassification (after discussion with the Staff Committee);

<sup>1</sup> In line with article 31 of Regulation (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

<sup>2</sup> For more information., please see below (categories of data recipients).



		<ul style="list-style-type: none"> <li>– Possibility to lodge a complaint with the Joint Reclassification Committee in case of non-being in the list of staff members proposed for reclassification;</li> <li>– Delivering to AACC (authority authorised to conclude contracts of employment) the list of staff members recommended for reclassification by the Joint Reclassification Committee, taking into consideration received complaints.</li> <li>– Adoption of the list of staff members reclassified by AACC.</li> </ul> <p>Each reclassification exercise is launched by means of an administrative notice which indicates the purpose of the procedure, the indicative timeline, the means of redress, as well as the name of the Chair of the Joint Reclassification Committee and the list of staff eligible for reclassification. The staff member can access to the promotion file in SYSPER on the same date that the reclassification exercise is launched via the above- mentioned administrative notice.</p> <p>Following the launch of the reclassification exercise, the HR Section prepares the table on the five years average seniority in grade, the multiplication rate table, and the comparative table of merits (outside SYSPER). The examination of the comparative merits of the staff eligible for reclassification is conducted at the meeting between the HoUs and the Director, the conclusions of this meeting are uploaded in ARES. In preparation of the meeting to be held with the Staff Committee and the Director, the HR staff sends to the Staff Committee a summary of the conclusions of the comparative table of merits regarding the meeting held between the HoUs and the Director.</p> <p>In the closure of the reclassification exercise, the list of staff members reclassified is published by means of an administrative notice.</p> <p>The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data. In particular, the personal information of the data subjects are accessed, evaluated, stored and eventually destroyed.</p> <p>The legal basis for the processing operations is indicated in a separate point below.</p>
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4	<b>Categories of data subjects</b>	The data subjects are all temporary and contract staff members working for the EIT.
5	<b>Categories of the personal data processed</b>	<p>The following types of personal data are processed for the above-mentioned purposes by the SYSPER 2 “Reclassification” module:</p> <ul style="list-style-type: none"> <li>• identification data (name, first name, personal ID)</li> <li>• data relating to function group, grade and step</li> <li>• data relating to the job description</li> <li>• data relating to languages knowledge, skills acquired, performance, competence, conduct, responsibilities, training and development</li> <li>• appraisal and comments by the line manager</li> <li>• evaluations written by the appraiser in the appraisal reports</li> <li>• appraisal report</li> </ul> <p>The promotion file of each staff member shall contain the following information:</p> <ul style="list-style-type: none"> <li>• Appraisal report</li> <li>• The reference period</li> <li>• Career development reports</li> <li>• Rank History since Inception</li> <li>• State of the Exercise</li> <li>• The DG promotion list</li> <li>• The "committee" promotion list, which includes for comparison all Commission officials of the same category and grade</li> <li>• Seniority in the rank</li> <li>• Seniority in grade for eligibility</li> <li>• Seniority in the grade on 1st of January of the promotion/reclassification exercise</li> <li>• Starting working date</li> <li>• The date of birth</li> </ul>



		<ul style="list-style-type: none"> <li>• Career/Contract in place</li> <li>• Indication of promotion to a higher grade or exclusion from promotion and reasons</li> <li>• In case of appeal: the committee’s recommendation and the commentary</li> <li>• Information concerning the ability to work in a third language</li> <li>• File access information</li> </ul> <p>The comparative table of merits contains the following data:</p> <ul style="list-style-type: none"> <li>- level of responsibilities</li> <li>- additional responsibilities</li> <li>- the use of languages</li> <li>- seniority in the grade and multiplication rate</li> </ul> <p>The eligibility table of all staff for TA and CA in SYSPER 2 contains the following data:</p> <ul style="list-style-type: none"> <li>- name</li> <li>- personal number</li> <li>- grade</li> <li>- date when the staff was reclassified</li> <li>- seniority</li> <li>- date of effect if promoted</li> <li>- seniority as effective date</li> </ul>
6	Categories of data recipients	<p><b>Within the EIT:</b></p> <p>The personal data of the data subjects is processed by the EIT authorised staff: line manager of the data subject/reporting officer, Heads of Units at the EIT, EIT HR assigned to the reclassification exercise, Head of Administration Unit, Director, members of the Staff Committee, members of the Joint Reclassification Committee, members of the Joint Committee.</p> <p><i>EIT HR staff assigned to the reclassification exercise have access to:</i> the table on the five years average seniority in grade, the multiplication rate table, the comparative table of merits, the conclusions on the examination of the comparative merits of the staff eligible for reclassification</p>



		<p>uploaded in ARES individual promotion files of each promotion (reclassification) file in SYSPER 2, eligibility table of all staff for TA and CA separately in SYSPER 2, appraisal reports ; appeals lodged by eligible staff</p> <p><b><i>Heads of Units (HoUs)/Heads of Departements have access to:</i></b> the table on the five years average seniority in grade, the multiplication rate table, the comparative table of merits, conclusions on the examination of the comparative merits of the staff eligible for reclassification uploaded in ARES and the appraisal reports of the staff members eligible for reclassification reporting to him/her.</p> <p><b><i>Director has access to:</i></b> the appraisal reports of the staff members eligible for reclassification, the table on the five years average seniority in grade, the multiplication rate table, the comparative table of merits, the conclusions on the examination of the comparative merits of the staff eligible for reclassification uploaded in ARES, the minutes of the meeting between the Staff Committee and the Director, the recommendation of the Joint Reclassification Committee, the appeals lodged by the eligible staff for reclassification.</p> <p><b><i>The Joint Reclassification Committee has access to:</i></b> the summary of the conclusions of the comparative table of merits to the table on the five years average seniority in grade, the multiplication rate table, the minutes of the meeting between the Staff Committee and the Director, the appeals submitted by the eligible staff and the appraisal reports of all eligible staff through SYSPER.</p> <p><b><i>The legal officer dealing with HR matters may have access granted by HR to:</i></b> the appeals submitted by the eligible staff, the recommendation issued by the Joint Reclassification Committee and the table of comparative merits<sup>3</sup>.</p> <p><b><i>The Joint Committee when examining the reclassification exercise has access to:</i></b> conflict of interest declarations, screen shoot of the ARES workflows, minutes of the meeting between the Staff Committee and Director and screen shoot of validation of the minutes in ARES, administrative</p>
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<sup>3</sup> In those cases where the legal officer is also eligible for reclassification, the part related to her/him in the table of comparative merits will be expunged from the related table.



	<p>notice of the proposed staff, email notification of the complaint(s) without the complaint unless the complaint is within the notification or upon request by the Joint Committee on a case by case basis, email from the Chair of the Joint Reclassification Committee to the Director transmitting to the Director the recommendation of the JRC, the ARES screen shoot on the opinion of each complaint and the names of the complainants.</p> <p>Access will be given to the Internal Auditor of the EIT by request and if necessary for the performance of the duties of the Internal Auditor: depending on the nature and the scope of the specific audit, the Internal Auditor will be given access to personal data which is relevant for and serves the purpose of the specific audit exercise.</p> <p><b>Within the Commission and other EU institutions/bodies/agencies:</b></p> <p>Since SYSPER 2 is a tool managed by the European Commission (i.e. DG HR is the system owner and parts of the tasks as subcontracted to DG DIGIT under a separate agreement, such as technical support related to the implementation and operation of SYSPER 2 modules, hosting of SYSPER 2 and other components, analysis of technical nature in relation to providing additional modules and services), there is a <u>controller and processor relationship</u> between the EIT and the European Commission:</p> <ul style="list-style-type: none"> <li>- Controller: the EIT enters data in the system, processes the data and ensures its accuracy.</li> <li>- Processor: DG HR and DG DIGIT maintain the system and provide technical support, business support with relation to the system (e.g. if a specific request that could not be solved within the EIT Local Support Team).</li> </ul> <p>The appraisal reclassification team in SYSPER has access to the entire promotion module since they are managing the access rights and the roles of the different actors involved in the reclassification exercise.</p> <p>Authorised staff of the following EU institutions may have access to relevant personal data for audit control or investigation purposes: Court of Auditors, Internal Audit Service of the European Commission, European Anti-Fraud Office (OLAF).</p>
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7	Time limit storage	<p>In accordance with the Commission’s privacy statement files related to the reclassification procedure shall be kept in SYSPER until the person or his or her entitled persons have exhausted the remedies, after the termination of their duties, within the meaning of Article 47 of the Staff Regulations and Articles 119 and 47 to 50 of the CEOS.</p> <p>Other files related to the reclassification procedure that are not saved in SYSPER shall be kept for 5 years as of the termination of employment or as of the last pension payment.</p> <p>For the files related to the reclassification procedures conducted before the implementation of the SYSPER module on reclassification in 2023, the retention period applicable would be for 5 years as of the termination of employment or as of the last pension payment.</p>
8	If applicable, transfers of personal data to a third country or to international organization (if yes, the identification of	No

<sup>4</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)



	that third country or international organization and the documentation of suitable safeguards)	
9	General description of the technical and organisational security measures	<p><b>Organisational and technical measures:</b> access to personal data regarding the reclassification exercise is restricted to the EIT staff mentioned above.</p> <p>Electronic copies of documents related to the reclassification exercise:</p> <ul style="list-style-type: none"> <li>-Administrative Notice; Lists of eligible staff; appeals from staff in relation to the reclassification exercise are stored in SYSPER and access is restricted to the EIT staff with permission rights in SYSPER to the promotion folder.</li> <li>- the table on the five years average seniority in grade, the multiplication rate table, the comparative table of merits, the minutes of the meeting between the HoUs/Departments and the Director, the minutes of the meeting between the Staff Committee and the Director, the recommendation of the Joint Reclassification Committee as well as necessary working documents are kept: - in ARES and marked as sensitive/restricted and -in a secure drive in an electronic folder (HR Sharepoint) that is only accessible to certain authorised members of the HR section and access to certain folders are also provided to the relevant actors in the process (Heads of Unit, JRC, JC, Director).</li> </ul>
10	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Please see the privacy statement annexed to the record as Annex.</p> <p>Please consult the Data Protection page on the EIT's website:  <a href="https://eit.europa.eu/who-we-are/legal-framework/data-protection">https://eit.europa.eu/who-we-are/legal-framework/data-protection</a></p>

Signature of the data controller





(Approval is given via a workflow in ARES in place of a handwritten signature)

Annex: Privacy statement