

ANNUAL APPRAISAL AND RECLASSIFICATION OF STAFF

Record of processing activity

Title	Annual appraisal and reclassification of staff
Name and contact details of controller	ENISA, Human Resources Unit, hr-general@enisa.europa.eu
Name and contact details of DPO	dataprotection@enisa.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	N/A
Purpose of the processing	The purpose of processing concerns a) the appraisal of the annual performance of ENISA staff (TAs and CAs), as well as the laying out of their career development plan; b) the reclassification of staff on the basis of annual appraisal reports.
Description of data subjects	Temporary and Contract Agents of ENISA
Description of data categories	<p>The personal data processed in the context of the annual appraisal exercise include: name, grade, performance (appraisal report: CDR), training needs. The appraisal report includes self assessment by the staff member, assessment by the reporting officer, as well as relevant comments by the staff member. In cases of an appeal by the staff member, the opinion of the appeal assessor (higher hierarchical level) is also recorded. The overall result of the appraisal report may take two values, i.e. "satisfactory" or "unsatisfactory". The conduction of the appraisal exercise is done with the use of a dedicated electronic tool in ENISA's intranet.</p> <p>The personal data processed in the context of the reclassification exercise include: name, grade, seniority in the grade, knowledge of third language; appraisal report for current year. At the beginning of the procedure a list with staff (TAs, CAs) eligible for reclassification is provided by HR to the ENISA Management Committee (MAC) , which is officially appointed by the ENISA Executive Director to conduct the evaluation. The personal data of these eligible staff is then processed in the context of the reclassification exercise. At the end of the exercise, a list of reclassified staff is produced; minutes of the meetings of the evaluation committee are also kept by ENISA HR.</p> <p>Further to the Staff Regulations of 2014 and the abolishment of the points system, there is no award of reclassification points anymore. During the Management committee meeting, its members have a number of votes allocated to them, which they attribute during their voting. A record of this is kept in the minutes, but it does not describe which member voted for whom, but merely whether or not a staff member received votes and if yes, whether it was a minority, majority or unanimous vote on behalf of the Management Committee. The meeting minutes are endorsed by all MAC members and are archived by HR for auditing purposes. This information is not disclosed to staff members, but may be made available to the Staff Committee for transparency purposes.</p>

<p>Time limits (for the erasure of data)</p>	<p>ENISA's maximum data retention period conforms with the necessity of the purpose, for which it has been collected. As such, the storage of appraisal reports is being kept for up to five years after the end of the particular exercise. The storage of reclassification decisions is being kept until the termination of employment.</p> <p>Personal data is being processed only if the processing is necessary for the task related to annual appraisal and reclassification, and further not in an excessive way in relation to the purpose for which they are collected.</p> <p>All evaluation related documents like CDR and promotion decisions are kept in staff members' personal paper and electronic files in line with Article 26 SR.</p>
<p>Data recipients</p>	<p>For the appraisal exercise: personal access is granted to each staff member, who can generate their appraisal report by clicking on a button in the designated environment. Restricted access is ensured at every step, only to the actors involved: the job holder/the reporting officer/the job holder/the appeal assessor (if necessary). No other participants have access to the appraisal report. The HR officer in charge of appraisals and reclassification has full view and access and can rectify errors upon substantiated request from the job holder or the reporting officer.</p> <p>For the reclassification exercise, as per MB Decision 2016/10, the Management Committee, composed of the Heads of Unit and Heads of Department, have access to the staff name, surname, grade, seniority and knowledge of a third language, as per art. 45 of the SR. The Management Committee may also be granted temporary limited access to the appraisal reports of staff members, eligible for reclassification. This access is disabled at the end of the Management committee evaluation. The HR officer in charge of appraisals and reclassification has full view and access to all data. The voting of the MAC may be disclosed to the ENISA staff committee for transparency.</p>
<p>Transfers to third countries</p>	<p>N/A</p>
<p>Security measures - General description</p>	<p>General security policy and technical/organisational measures applicable to ENISA's internal IT systems; access control policy and measures in electronic appraisal tool.</p>
<p>Privacy statement</p>	<p>Available on intranet for all ENISA staff.</p>

