

## PRIVACY STATEMENT

for the processing operation in the framework of probationary period

### 1. INTRODUCTION

This Privacy Statement describes the measures taken to protect your personal data with regard to the action involving the present data processing operation and what rights you have as a data subject.

EDA protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data (Article 1.1 of Regulation No 2018/1725).

### 2. CONTROLLER OF THE PROCESSING OPERATION

EUROPEAN DEFENCE AGENCY  
Rue des Drapiers 17-23  
B-1050 Brussels  
[www.eda.europa.eu](http://www.eda.europa.eu)

### 3. PURPOSE OF THE PROCESSING

To assess the ability, efficiency and conduct in the service during the probationary period of the staff members: temporary and contract agents (TAs and CAs) with a view to confirm or not confirm the contract or to extend the duration of the probationary period.

### 4. DATA PROCESSED

Data processed are the following:

The following data are recorded in the various parts of the form:

1. Staff Member data (ore-filled by HR):

- name and surname;
- administrative status (TA or CA);
- Grade;
- Directorate/Unit;
- Job Title;
- Start of contract;
- Probation period;
- Reporting Officer;
- Countersigning Officer.

2. Self assessment

To be completed by the staff member taking into account his/her efficiency, ability and conduct against the objectives and the overall contribution.

Staff Member's signature and date.

3. Probation report by the Reporting Officer

The assessment is to be completed taking into account the efficiency, ability and conduct of the staff member against the specific objectives and her/his overall contribution.

Recommendation:

- confirmation of the staff member in his/her functions, or
- extension of the probation period for a maximum of 6 months (in exceptional cases), or
- Dismissal

Reporting Officer's signature and date

4. Countersigning Officer's comments, date and his/her signature

5. Comments of the staff member, date and his/her signature

6. Decision of the AACC:

- confirmation of the staff member in his/her functions, or
- extension of the probation period for a maximum of 6 months (in exceptional cases), or
- dismissal

Date and his/her signature

7. Reserved for Corporate Services - Human Resources date and signature.

The objectives agreed beforehand between the staff member and the reporting officer for the next period are also attached to the workflow while the last page of the probation report contains the objectives agreed for the following period.

A job description is also attached to the workflow.

**5. RECIPIENTS OF THE DATA**

- The Reporting Officer of the probationer;
- The Countersigning Officer;
- The Deputy Chief Executive;
- The Chief Executive;
- The Corporate Service Director;
- The Head of Human Resources;
- The authorised Human Resources staff

Furthermore, the transfer to, the Disciplinary Board, the EDA Internal Auditor, the Legal Advisor, the College of Auditors, OLAF, the Civil Service Tribunal, the EDPS and the European Ombudsman can be considered necessary in certain cases for the performance of the respective supervisory, advisory or judicial task.

Finally, transfers of administrations and evaluation data contained in the personal files to responsible services on other EU institutions, bodies or agencies can be considered necessary in case of the transfer of a specific staff member.

In case of mobility of the staff member or reporting officer, the probation report can be communicated to the new reporting officer to allow an efficient follow-up of the staff member's performance, objectives and learning needs.

## **6. PROTECTION AND SAFEGUARDING OF THE DATA**

Having regards to the state of the art and the cost of their implementation the controller have implemented appropriate technical and organisational measures to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected (restricted access, logs, etc.).

Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.

## **7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA**

Data subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data, which will be implemented within 10 working days after the request has been deemed legitimate.

If the request concerns the rectification, blocking or erasure of data linked to assessment, the member of staff is invited to make use of the "comments" section or of the official appeal procedures.

If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the data controller at the following mailbox: edahradmin@eda.europa.eu

At the completion of the appraisal cycle, all the recipients involved in the individual workflow can access the draft and final version of the Probation Report and Job Description.

Justified requests for erasure/blocking are treated within 10 working days after the request has been deemed legitimate.

## **8. TIME LIMIT FOR STORING DATA**

The final probationary period report is kept in the electronic workflow and personal file for a period of 5 years, except in case of pending legal action in case the jobholder is not confirmed on the post.

## **9. LEGAL BASIS FOR THE PROCESSING OPERATION**

Article 5(b) of Regulation 2018/1725;

Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency.

#### **10. CONTACT DPO**

In case you have any questions or queries concerning data protection at the European Defence Agency, you can also contact the Data Protection Officer at [dataprotection@eda.europa.eu](mailto:dataprotection@eda.europa.eu).

#### **11. RECOURSE TO EDPS**

As a data subject you have the right to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>) at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

#### **12. ADDITIONAL INFORMATION**

More information on Data Protection at the European Defence Agency can be obtained on our public website <https://www.eda.europa.eu/Aboutus/how-we-work/data-protection>.