

## PRIVACY STATEMENT

### for the processing operation of Staff assessment

#### 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 of EDA staff members during their employment at EDA: Temporary agents (TAs), Contract agents (CAs) and Seconded National Experts (SNEs).

#### 4. DATA PROCESSED

Data processed are the following:

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

Staff Member data (pre-filled by HR):

Surname and first name

Administrative Status (TA, CA)

Grade

Directorate/Unit

Job Title

Start of Contract

Assessment period

Reporting Officer

Countersigning Officer

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

Annual appraisal 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.

If the overall performance is considered as unsatisfactory, the dedicated box should be ticked as per Article 2(3) of the CE DECISION N 15/19 of 11/12/2015 on the performance appraisal. This will entail a specific follow up of the performance of the staff member.

Date of the appraisal dialogue.

Reporting Officer's signature and date

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

Comments of the Staff Member. The Staff Member should tick the appropriate box:

- I accept the report without comments;
- I accept the report with comments;
- I do not accept the report for the following reasons (which will lead to an appeal to the Appeal Assessor)

Date and his/her signature

Reserved for Corporate Services - Human Resources date and signature.

Objectives and training and development needs agreed between the staff member and reporting officer.

A job description is also attached to the workflow.

In case of appeal and after a dialogue with the staff member, the appeal assessor confirms the report or amends it, giving reasons. The report becomes final by decision of the appeal assessor. The staff member is notified, by email or other written means, that the decision rendering the report final has been adopted and that the report may be consulted in the electronic system. The staff member shall also have access to the appeal assessor's decision.

## **5. RECIPIENTS OF THE DATA**

The reporting officer, the countersigning officer, the deputy chief executive, the chief executive, the corporate services director, the head of human resources, the authorized human resources unit staff, administrations of staff that are seconded to EDA (i.e. participating Member States upon request), the appeal assessor.

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

Having regard to the state of the art and the cost of their implementation, the controller has implemented appropriate technical and organizational 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, others)

Such measures have been taken in particular to prevent any unauthorized 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](mailto:edahradmin@eda.europa.eu)

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

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

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

The annual appraisal reports are kept in the electronic workflow and personal file for a period of 5 years, except in case of pending legal action.

#### **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>.