

PRIVACY STATEMENT / RECORD

APPRAISAL INCLUDING PROBATIONARY PERIOD

Organisational part of the Agency entrusted with the processing of personal data

Executive Director, Head of CPU, Head of RSC, Head of PRU
(information(at)osha.europa.eu)

Purpose

Evaluate the jobholder's efficiency, competencies and conduct in the service in the initial phase of his/her contract (9 months probationary period) and assess whether his/her contract shall be confirmed.

Legal basis

- Council Regulation (EU) 2019/126 of the European Parliament and of the Council of 16 January 2019 establishing the European Agency for Safety and Health at Work (EU-OSHA), and repealing Council Regulation (EC) No 2062/94.
- Staff Regulations of Officials (SR), in particular Article 34
- CEOS, in particular Articles 14 and 84.

Type of data processed

- Name, last name, personnel number
- Function group and grade
- Job title
- Job category and main tasks
- Probationary period objectives, efficiency, competencies and conduct in the service
- Special category of the data in case of probationary period extension due to maternity or sick leave (as provided for in Article 34(1) Staff Regulations, and Art 14 and Art.84 of Conditions of Employment of Other Servants).

Lawfulness of processing

The processing is based on Article 5.1 (a) 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 (hereinafter the Regulation).

Data recipients

- Responsible Head of Unit
- Appointing authority (Executive Director)
- Human Resources staff in charge (for administrative follow up purposes only)

The data subject's rights

Data subjects have the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or, where applicable, the right to object to processing or the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal (Articles 17, 18, 19, 20, 22, 23 and 24 of the Regulation).

Any requests to exercise one of those rights should be directed per email to information@osha.europa.eu, mentioning the organisational part of the Agency entrusted with the processing operation as indicated in this privacy statement and the name of the processing operation, including in the subject the words "data protection".

Data subjects' rights can be restricted only in the cases foreseen in Art 25 of the Regulation.

Data subjects have the right to access at any time their data and to object about their processing. They can exercise their rights by submitting a request by email to their Head of Unit or to the HR section. Rectification is only possible for identification data.

Data subjects have the possibility to comment on their probationary period report by submitting a request by email to their Head of Unit or to the HR section.

Information on the conservation period of data

Probationary reports are kept in data subjects' personnel files. In line with EU-OSHA Document Management Policy, all documents included in the personnel files are kept for 10 years following the termination of employment or the last pension payment.

Security measures

Throughout this procedure only authorised people are attributed access rights and only on a "need-to-know" basis.

Any possible security measure is taken to prevent any improper use of or unauthorized access to the

electronic file. Procedure-related documents are kept in a secure environment, on an encrypted data carrier, or locked in cupboards/drawers.

Request for information

For any further information regarding the handling of their personal data, data subjects can address their request to EU-OSHA Data Protection Officer at: [dpo\(at\)osha.europa.eu](mailto:dpo(at)osha.europa.eu).

Recourse to the EDPS

Data subjects are entitled to make recourse to the European Data Protection Supervisor: <http://www.edps.europa.eu>, should they consider that the processing operations do not comply with the Regulation.

Date when processing starts

Date of the production of the probationary report.

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