

## PRIVACY STATEMENT / RECORD

### EXECUTIVE DIRECTOR'S APPRAISAL PROCEDURE

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

EU-OSHA (information(at)osha.europa.eu)

#### Purpose

To evaluate the jobholder (data subject)'s performance and management skills during the probationary period and the efficiency, competencies and conduct in the service for the annual appraisal.

#### Legal basis

- 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 Articles 34, 43, 44 and 46, and Conditions of Employment of Other Servants (CEOS), in particular Articles 14,15, 16 and 20.
- Decision of the Governing Board concerning the appraisal for the Executive Director of the European Agency for Safety and Health at Work.

#### Type of data processed

- Name, last name, personnel number.- Grade, step and seniority in the service.- Efficiency, competencies and conduct in the service.- Special category of the data in the meaning of the Regulation might be collected - such as trade union membership, family situation and health conditions if provided by the data subject in the self-assessment on a voluntary basis.

#### 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

- Reporting Officers - Appeal Assessor - Members of the Governing Board (only in case of appeal)- Human Resources Manager (for filing 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 the organisational part of the Agency entrusted with the processing operation as indicated in this privacy statement, 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. The data subject has the right to access and rectify at any time his/her identification data and to object about their processing. S/he can exercise his/her rights by submitting a request by email to the HR Manager. Rectification is only possible for identification data.

## Information on the conservation period of data

The probationary period report, the management probationary period report and the appraisal report are kept in data subjects' personal 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 and paper files. 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

For the probationary period and management probationary period, the processing starts during the first month of entry into service.

For the appraisal exercise it starts on the date of the launch of the Agency's appraisal exercise.

