

**EMCDDA Personal Data Protection Record on  
EMCDDA PROMOTION OF OFFICIALS, AND RECLASSIFICATION OF TEMPORARY AND CONTRACT  
AGENTS**

| Nr.   | Item   |  |
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| <b>Header - versioning and reference numbers (recommendation: publicly available)</b> |  |  |
| 1.  | Last update of this record   | 24-5-2019  |
| 2.  | Reference number:  | DPO-023  |
| <b>Part 1 - Article 31 Record (recommendation: publicly available)</b>                |  |  |
| 3.  | Name and contact details of controller   | Controller: EMCDDA<br>Praça Europa 1, 1249-289 Lisboa, Portugal<br>Contact: Mr Dante Storti<br>Head of ADM unit<br><a href="mailto:EMCDDA-HR@emcdda.europa.eu">EMCDDA-HR@emcdda.europa.eu</a>  |
| 4.  | Name and contact details of DPO  | Mr. Ignacio Vázquez Moliní, DPO, EMCDDA<br><a href="mailto:dpo@emcdda.europa.eu">dpo@emcdda.europa.eu</a>  |
| 5.  | Name and contact details of joint controller (where applicable)                              | n.a.   |
| 6.  | Name and contact details of processor (where applicable)                                     | n.a.   |
| 7.  | Purpose of the processing  | The purpose of the processing is exclusively, within personnel administration, the promotion of EMCDDA officials and the reclassification of EMCDDA temporary and contract agents.   |
| 8.  | Description of categories of persons whose data EMCDDA processes and list of data categories | The categories of personal data dealt with during any call for this EMCDDA record are the following: <ul style="list-style-type: none"> <li>• Identification details: <i>family name, name, personnel number, seniority, grade, function group, type of post, the outcome of the concerned staff member's performance appraisal exercise and the outcome of previous promotion/reclassification exercises.</i></li> <li>• Information provided by the applicant: N/A</li> <li>• Other personal data: N/A</li> </ul>  |
| 9.  | Time limit for keeping the data  | Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows: <ul style="list-style-type: none"> <li>• <i>The data in the personal files will be stored in the EMCDDA files for ten years, starting from the time when the staff member concerned leaves the EMCDDA services or from the last pension payment. Electronically stored data will be kept for eight years.</i></li> </ul> <p><i>After the mentioned period only data related to a macroscopic vision of the promotion/reclassification exercises of staff will be kept for statistical reasons and will be kept anonymous.</i></p> |

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| 10. | Recipients of the data   | <p><i>The recipients of the data are: The staff member concerned, the Director in his capacity of appointing/contracting authority, the Heads of Unit or equivalent and the managers at an intermediate hierarchical level between the latter and the Director, the members of the Joint Promotion and Reclassification Committee, the human resources officer responsible for the organisation of the promotions/reclassification exercise and, in case of transfer of staff members to a different institution or agency, the hosting institution or agency. Data will be processed in strict confidentiality and exclusively for the purpose for which they were submitted.</i></p> |
| 11. | Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?                      | NO   |
| 12. | General description of security measures, where possible.  | <p><i>The data collected can be accessed by designated EMCDDA staff working for the Human Resources Management Sector (HRMS). Paper based data concerning the individual promotion/reclassification decision is stored within in the HRMS's offices within the staff member's personal file. The personal files are stored in fireproof double lock and code protected safes within the HRMS and are accessible only by authorised HRMS personnel. Electronically based data is stored in the HRMS drive with password protected/restricted access to authorized HRMS personnel only.</i></p>  |
| 13. | For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement: | <p><a href="http://home.emcdda.europa.eu/html.cfm/index71390EN.html">http://home.emcdda.europa.eu/html.cfm/index71390EN.html</a></p>   |