

Records and compliance checklist - PROBATION PERIOD OF THE EMCDDA STAFF

Part 1 - mandatory records under Article 31 of the new rules (publicly available)

Nr.	Item	Explanation	
	Header - versioning and reference numbers (recommendation: publicly available)		
1	Last update of this record		1-1-2019
2	Reference number	For tracking; if your EUI keeps a central register, contact the keeper of that register for obtaining a reference number.	DPO-035
Part 1 - Article 31 Record (recommandation: publicly available)			
3	Name and contact details of controller	Use functional mailboxes, not personal ones, as far as possible this saves time when updating records and contributes to business continuity.	EMCDDA Controller: Mr Dante Storti Head of ADM unit Praça Europa, 1 1249-289 Lisboa EMCDDA-HR@emcdda.europa.eu
4	Name and contact details of DPO	This field will be pre-filled	EMCDDA DPO: Mr Ignacio Vázquez Molini Praça Europa, 1 1249-289 Lisboa dpo@emcdda.europa.eu

5	Name and contact details of joint controller (where applicable)	If you are jointly responsible with another EUI, please indicate so here (e.g. two EUIs with shared medical service). If this is the case, make sure to mention in the description who is in charge of what and who people can address for their queries.	Not applicable
6	Name and contact details of processor (where applicable)	If you use a processor (contractor) to process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or pre-employment medical checks).	Not applicable
15 Page			
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7	Purpose of the processing	Very concise description of what you intend to achieve; if you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).	The purpose of the processing is exclusively, within personnel administration, the appraisal of the probationary period of the EMCDDA staff.
8	Description of categories of persons whose data EMCDDA processes and list of data categories	In case data categories differ between different categories of persons, please explain as well (e.g.: suspects vs. witnesses in administrative inquiries)	<p>Categories of persons whose data EMCDDA processes: Officials, temporary agents, contract agents.</p> <p>The categories of personal data dealt with in this exercise are the following: family name, name, personnel number, function group and grade.</p>
9	Time limit for keeping the data	Indicate your administrative retention period including its starting point; differentiate between categories of persons or data where needed (e.g. in selection procedures: candidates who made it onto the reserve list vs. those who did not).	Data will be stored in the EMCDDA files for five years, starting from the date of the final assessment. After the mentioned period only data related to a macroscopic vision of the appraisal exercises of staff will be kept for statistical reasons and will be kept anonymous.

10	Recipients of the data	Who will have access to the data within your EUI? Who outside your EUI will have access? Note: no need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).	The recipients of the data are: The Director, the assessor, who is a senior manager, i.e. Head of Unit, and where applicable the appeal assessor. The immediate superior of the staff member concerned, normally the Head of Sector (supervisor), or other staff of function group AD, of a grade superior to that of the probationer to whom the preparation of the probationary report can be delegated to. The human resources staff dealing with the probationary period. Furthermore, access may be granted to EU institutions (in case of the actual transfer of the official concerned), internal auditors, OLAF, ECA (in case of an audit), and the Civil Service Tribunal, European Ombudsman, EDPS (in case of a dispute).
11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	E.g. processor in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If needed, consult your DPO for more information on how to ensure safeguards.	No

12	General description of security measures, where possible.	Include a general description of your security measures that you could also provide to the public.	<p>The data collected can only be accessed by designated EMCDDA staff working for the Human Resources Management Sector. The data is stored electronically in a separate folder within the Human Resources drive (only HR staff have access to this drive). Each file will be password protected.</p> <p>A paper copy of the report is stored in the personnel file of the staff member in sealed envelopes. The personal files are stored in double locked safes within the Human Resources Management Sector and are accessible only by authorised HR personnel.</p>
	16 Page		
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13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	While publishing the privacy statement is not strictly speaking part of the record, doing so increases transparency and adds no administrative burden, since it already exists.	Privacy statement