

EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Nr.	Item	Description
		<i>Procedures to identify, deal with and remedy cases of incompetence in a timely and appropriate fashion</i>
1.	Last update of this record	17/10/2018
2.	Reference number	08
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Responsible department or role: HRBA Unit Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	n/a

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7.	Very short description and purpose of the processing	<p>Procedures to identify, deal with and remedy cases of incompetence in a timely and appropriate fashion.</p> <p>The legal basis of the procedure is the Staff Regulations (and particularly Art. 51, 43 and 44) and the Decision of the EDPS of 10 November 2015 on identifying, dealing with and remedy cases of incompetence.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>The EDPS processes the data of the EDPS staff. The data which can be used only for that processing are the data contained in the relevant documents necessary to draft the staff evaluation reports, the support programmes and the evaluation report of the latter:</p> <ul style="list-style-type: none"> - identification data - data relating to recruitment date and grade - data relating to the job description - data relating to languages and trainings - appraisal and comments - data relating to support programme and the related evaluation reports
9.	Time limit for keeping the data	<p>Support programs, notes and evaluation reports established under this procedure shall go to the personal file of the official, in the "Incompetence" part. Documents written during the prevention phase are filed in the personal file and are deleted as soon as the problem is solved or from the establishment of the first support program.</p> <p>The time for which the evaluation reports mentioning incompetence may be kept in the personal file shall be 10 years from the departure of the staff member or from the last pension payment.</p>



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		Any electronic documents produced during the incompetence procedure must be deleted immediately after the reports have been filed in the personal file.
10.	Recipients of the data	<ul style="list-style-type: none"> - the evaluator - the appeal evaluator - the trusted person or the staff committee representative chosen by the appraisee - the Human Resources Unit - the AIPN - the Joint Advisory Committee - in case of transfer to another Institution, the official in charge of personal files in this Institution - the EPDS DPO, the IAS, the Court of auditors and the Court of Justice where necessary
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.	<ul style="list-style-type: none"> - Electronic file: The electronic forms are kept in the secured drive of the person responsible for the filing of the personal files in the Human Resources Unit. - Paper file : are stored in a cupboard in a locked office to which only a restricted of HR colleagues have access on a need-to-know basis.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability	DPN published on the EDPS intranet here .



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	(where applicable), see the data protection notice:	