

RECORD OF PERSONAL DATA PROCESSING ACTIVITY according to Article 31 of Regulation (EU) 2018/1725

► Evaluation procedure of EIOPA's Chairperson and Executive Director

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General information

Introduction
EIOPA, as a European Authority, is committed to protect individuals with regard to the processing of their personal data in accordance with Regulation (EU) No 2018/1725 (further referred as the Regulation) ¹ .
Contact Details of Data Controller(s)
The Vice-Chairperson of EIOPA's Board of Supervisors Westhafenplatz 1, 60327 Frankfurt am Main, Germany
Contact Details of the Data Protection Officer
Eleni Karatza Westhafenplatz 1, 60327 Frankfurt am Main, Germany dpo@eiopa.europa.eu
Contact Details of Processor
EIOPA's Team/Unit/Department responsible for the processing: - HR Unit

¹ 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.

Description and Purpose of the Processing

Description of Processing
<p>1. The purpose of the processing is to enable EIOPA Board of Supervisors to evaluate its Chair and Executive Director, in accordance with Articles 48 and 51 of EIOPA Regulation , on :</p> <ul style="list-style-type: none"> - the results achieved in their first term of office and the way they were achieved and/or; - EIOPA's duties and requirements in the coming years. <p>2. The processing of personal data is also necessary to decide, where applicable, on the extension of terms of office of the Chair and the Executive Director.</p>
Purpose (s) of the processing
<p><input checked="" type="checkbox"/> Staff administration</p> <p><input checked="" type="checkbox"/> Relations with external parties</p> <p><input type="checkbox"/> Procurement and accounting</p> <p><input type="checkbox"/> Administration of membership records</p> <p><input type="checkbox"/> Auditing</p> <p><input checked="" type="checkbox"/> Information administration</p> <p><input type="checkbox"/> Other (please give details):</p>
Lawfulness of Processing
<ul style="list-style-type: none"> • Legal Basis justifying the processing: <ul style="list-style-type: none"> - EIOPA Regulation, in particular Articles 48 and 51 thereof. • Processing is necessary: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> for the performance of a task carried out in the public interest <input type="checkbox"/> for compliance with a legal obligation to which the Controller is subject <input type="checkbox"/> for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract <input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person <p>Or</p> <p><input type="checkbox"/> Data subject has given his/her unambiguous, free, specific and informed consent</p>

Data Subject's Rights

Information on how to exercise data subject's rights
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Data subjects may exercise their data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.

Data subjects have the right to:

- access their personal data, receive a copy of them in a structured and machine-readable format or have them directly transmitted to another controller, as well as request their rectification or update in case they are not accurate.
- request the erasure of their personal data, as well as object to or obtain the restriction of their processing.
- withdraw their consent to the processing of their personal data at any time in case such processing is based solely on their consent.

For the protection of the data subjects’ privacy and security, every reasonable step shall be taken to ensure that their identity is verified before granting access, or rectification, or deletion.

Should data subjects wish to access/rectify/delete their personal data, or receive a copy of them/have it transmitted to another controller, or object to/restrict their processing, please contact human.resources@eiopa.europa.eu or DPO@eiopa.europa.eu.

Complaint:

Any complaint concerning the processing of the data subjects’ personal data can be addressed to EIOPA’s Data Protection Officer (DPO@eiopa.europa.eu). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor (www.edps.europa.eu).

Restrictions :

Without prejudice to the above, rights might be restricted in accordance with EIOPA’s decision on the restriction of data subject’s rights (EIOPA-MB-19-056).

Categories of Data Subjects & Personal Data

Categories of Data Subjects

- ☒ EIOPA permanent staff, Temporary or Contract Agents: Chair and Executive Director
- ☐ SNEs or trainees
- ☒ Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)
 If selected, please specify: Board of Supervisors
- ☐ Providers of good or services
- ☐ Complainants, correspondents and enquirers
- ☐ Relatives and associates of data subjects
- ☐ Other (please specify):

<div>Categories of personal data</div> <div> <p>(a) General personal data:</p> <p>The personal data contains:</p> <div> <input type="checkbox"/> Personal details (name, address etc) <input type="checkbox"/> Education & Training details <input type="checkbox"/> Employment details <input type="checkbox"/> Financial details <input type="checkbox"/> Family, lifestyle and social circumstances <input checked="" type="checkbox"/> Other (please give details): The personal data processed are the ones provided in the past appraisals, the evaluation reports and the deliberations of the BoS’ closed evaluation sessions. </div> </div> <div> <p>(b) Special categories of personal data</p> <p>The personal data reveals:</p> <div> <input type="checkbox"/> Racial or ethnic origin <input type="checkbox"/> Political opinions <input type="checkbox"/> Religious or philosophical beliefs <input type="checkbox"/> Trade union membership <input type="checkbox"/> Genetic or Biometric data <input type="checkbox"/> Data concerning health, sex life or sexual orientation </div> </div>

Categories of Recipients & Data Transfers

<div>Recipient(s) of the data</div> <div> <div> <input checked="" type="checkbox"/> Managers of data subjects <input checked="" type="checkbox"/> Designated EIOPA staff members </div> <div> <p>If selected, please specify:</p> <div> <p>- Relevant staff members of the Legal and HR Unit (final evaluation reports and, for the Legal Unit, the deliberations).</p> </div> </div> <div> <input type="checkbox"/> Relatives or others associated with data subjects <input type="checkbox"/> Current, past or prospective employers <input type="checkbox"/> Healthcare practitioners <input type="checkbox"/> Education/training establishments <input type="checkbox"/> Financial organisations <input type="checkbox"/> External contractor </div> </div>

☒ Other (please specify):

- Evaluation Panel (Members of the Management Board, Representative of the European Commission [observer of the Evaluation Panel], Vice-Chairperson of EIOPA's Board of Supervisors [steering the evaluation procedure] (all data);
- The Voting Members, the Permanent Representatives and the Observers of the Board of Supervisors or their respective Alternates (the evaluation reports and deliberations);
- the Council (the evaluation reports adopted by the BoS);
- If appropriate, the Internal Audit Service, the European Ombudsman, the Court of Justice of the European Union and the European Data Protection Supervisor, European Court of Auditors, OLAF and External advisors;

Data transfer(s)

☐ To third countries

If selected, please specify:

Whether suitable safeguards have been adopted:

- ☐ Adequacy Decision of the European Commission²
- ☐ Standard Contractual Clauses (SCC)
- ☐ Binding Corporate Rules (BCR)
- ☐ Administrative Arrangements between public Authorities (AA)

☐ To international organisations

If selected, please specify the organisation and whether suitable safeguards have been adopted:

Data subjects could obtain a copy of SCC, BCR or AA here:

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Automated Decision Making

Automated Decision-making, including profiling

² Third countries for which the European Commission has issued adequacy decisions are the following: Adequacy decisions (europa.eu)

A decision is taken in the context of this processing operation solely on the basis of automated means or profiling:

☒ No

☐ Yes

In case of an automated decision-making or profiling, please explain:

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Retention Period & Security Measures

Retention period

How long will the data be retained?

1. The evaluation reports are stored in the personal file of the Chair and the ED and kept for a period of five years after the termination of employment. In case of a legal challenge, the above dates shall be extended until two years after completion of all relevant proceedings.
2. The deliberations of the BoS' closed evaluation sessions are kept for a period of five years after the termination of employment. In case of a legal challenge, the above dates shall be extended until two years after completion of all relevant proceedings.

For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised:

☒ No

☐ Yes

Technical & organisational security measures taken

Several technical and organisational measures have been adopted in order to ensure the optimum security of the documents and personal data collected in the context of the procedures described under section II a).