



European Committee  
of the Regions

## Record of processing activity – Working document

### Annual Staff Assessment Procedure

#### PART 1 - Record

##### 1. General Information

Reference number	RE2-5
Last update	30/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	service-carriere@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	N/A
Data processing agreement	Available internally

##### 2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>The purpose of the annual assessment procedure is to annually assess and record in a report the competence, efficiency and conduct in the service of officials and other servants of the European Committee of the Regions. The annual assessment report must also indicate whether the level of performance is satisfactory or not. Assessment reports are also decisive for other procedures such as those governed by Article 44 (advancement in step), 45 (promotion), 45a (certification) and 51 of the Staff Regulations (incompetence). For staff members, the assessment has an influence on the application of Articles 10(3) and 87(3) (reclassification to a higher grade) and 47 of the Conditions of Employment of Other Servants of the European Union (CEOS).</p>
Categories of persons whose personal data are processed	<ul style="list-style-type: none"><li>— established officials</li><li>— temporary staff members (under Articles 2a, 2b and 2c of the CEOS)</li><li>— contract staff members (under Article 3a of the CEOS)</li></ul>
Categories of personal data processed	<ul style="list-style-type: none"><li>— surname and forename(s);</li><li>— status, function group, grade and step;</li><li>— employment service(s) during the reference period;</li><li>— duties performed during the reference period;</li><li>— self-assessment, including also linguistic and technical knowledge</li></ul>

	<p>demonstrated or acquired during the reference period;</p> <ul style="list-style-type: none"> <li>– individual assessment by the reporting officer of each competency using a drop-down menu and qualitative summary assessment of each section of the report (competence, performance and conduct in the service) accompanied by a numerical value (points);</li> <li>– general assessment with points (by the reporting officer, the coordinator and, where appropriate, by the appeal assessor) of the ability, efficiency and conduct in the service;</li> <li>– general assessment of the level of benefits (satisfactory/unsatisfactory);</li> <li>– at the request of officials in the AST function group, starting at grade AST5, the assessor’s assessment of their potential to perform administrator duties;</li> <li>– level of responsibilities exercised, participation in horizontal professional activities exceeding normal duties and digital skills;</li> <li>– qualitative assessment of the degree to which the objectives assigned for the reference period have been achieved;</li> <li>– targets set for the following reference period;</li> <li>– any comments from the official/staff member assessed.</li> </ul>
<p>Recipients of the personal data</p>	<p>The data processed as part of the assessment procedure is disclosed (in whole or in part) to the following persons only:</p> <ul style="list-style-type: none"> <li>☐ officials and other servants subject to an evaluation report as well as their assessors, coordinators and, where appropriate, their respective line managers and/or appeal assessors;</li> <li>☐ persons who have received delegation from an assessor/coordinator;</li> <li>☐ Head of the Recruitment and Career Unit, career officers responsible for administrative management of the annual assessment, promotion, certification and individual files, and Director (Deputy Director) in charge of Human Resources;</li> <li>☐ managers of the IT department responsible for the development and maintenance of the EVA COR IT system;</li> <li>☐ members of the Joint Evaluation Committee to issue a reasoned opinion on appeals;</li> <li>☐ Secretary-General, Directors, Deputy Directors to contribute to the establishment of the list of officials/recommended staff for promotion/reclassification in the context of the promotion/reclassification procedure;</li> <li>☐ members of the Joint Promotion Committee, to issue an advisory opinion on officials/staff members eligible for promotion/reclassification;</li> <li>☐ where applicable, members of the Joint Committee and the Certification Panel, members of the Joint Advisory Committee on Professional Incompetence;</li> <li>☐ Appointing Authority (AECE) responsible under Rule 71 of the Rules of Procedure of the European Committee of the Regions;</li> <li>☐ the data may also be communicated, where appropriate and within their respective powers, to the Legal Service, the Internal Audit, the Disciplinary Board, the Court of Justice, the Court of Auditors and OLAF.</li> </ul>
<p>Transfers of personal data to a third country or an international organization</p>	<p>The personal data are not transferred to non-EU Member States or to international organisations.</p>

Retention period of the personal data	<p>Assessment reports are prepared and maintained in the EVA COR IT system.</p> <p>After the end of each fiscal year, assessment reports in PDF format are automatically transferred to the individual files of the assessed staff members. The retention period of these reports corresponds to that of individual files.</p>
General description of security measures, where possible	<p>Concerning physical files:  Assessment reports that are placed in paper-based individual files are kept under key by the individual records manager and are accessible only in a secure locked space provided for this purpose. Access to a third party's personal paper file is strictly limited.</p> <p>Concerning electronic files:  The assessment reports scanned in NDP (the individual file management application) can be accessed through the Sysper application. Each staff member has unlimited online access to their own digitised individual file. Each consultation of an evaluation report, by a third party or its holder, is registered by the system (name, access role, date and time of the consultation) and the holder is thus informed. From the 2018 evaluation exercise, the evaluation reports in the EVA COR system are archived electronically in this system. Once the reports are finalised, they are also automatically transferred to NDP in PDF format and searchable in Sysper. Staff members have access to reports in EVA COR according to their role (assessed person, assessor, coordinator, appeal assessor, HR, IT manager). Access to the EVA COR system is based on the same password as the EU login.</p>
Data protection notice	Published internally