



European Committee  
of the Regions

## Record of processing activity – Working document

### Certification

#### PART 1 - Record

##### 1. General Information

Reference number	RE2-3
Last update	31/12/2001
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	certification_cdr@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	N/A
Data processing agreement	N/A

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

Purpose(s) of the personal data processing	The purpose of the processing of these data is to select, on an yearly basis, the officials of the European Committee of the Regions authorised to take part in the certification procedure training programme.
Categories of persons whose personal data are processed	Full officials of the CoR.
Categories of personal data processed	<ul style="list-style-type: none"><li>- surname and first name of the candidate;</li><li>- status and grade of the candidate;</li><li>- assignment service(s) of the candidate, their administrative situation, duties within the European institutions and also professional background outside the institutions;</li><li>- opinions about the potential to carry out an administrator's function included in the applicant's last staff report;</li><li>- applicant's language skills and also main language;</li><li>- applicant's skills;</li><li>- any other personal information provided by the applicant.</li></ul>
Recipients of the personal data	Personal data processed as part of the certification procedure will be revealed (in full or in part) only to the following people: <ul style="list-style-type: none"><li>- officers of the Recruitment and career unit, responsible for the administrative management of the certification procedure;</li><li>- appointing authority who adopts the final list of applicants</li></ul>

	<p>invited to sit a written test and to be interviewed by the certification panel as well as the final list of officials authorised to take part in the training programme;</p> <ul style="list-style-type: none"> <li>- president and members of the joint certification committee, requested to issue a consultative opinion on the draft list of invited applicants and if necessary, on the appeals lodged against this draft list as well as on the draft list of officials authorised to take part in the training programme;</li> <li>- president and members of the certification panel, called upon to hear the candidates invited to sit a written test and to be interviewed;</li> <li>- European School of Administration, responsible for organising the certification training; where necessary, the internal audit service, the legal service, the European Ombudsman, the Civil Service Tribunal or the European Data Protection Supervisor in the framework of their mandate.</li> </ul>
Transfers of personal data to a third country or an international organization	The personal data are not transferred to non-EU Member States or to international organisations.
Retention period of the personal data	<p>Data and documents relating to the certification procedure (all documents relating to candidates who do not meet the eligibility criteria or who are eligible but not selected) are kept by the Recruitment and Careers Unit for a period of five years following the closing of the yearly certification exercise. This data retention period is necessary to respond to any requests from the Internal Audit Service, the Court of Auditors or the Court of Justice. The correspondence with the Joint certification Committee, summarising the procedure followed and information related to your application are retained indefinitely for historical and statistical purposes.</p> <p>As regards to the selected officials, the application file, attendance certificate, note containing the official's name and their test results drawn up by EPSO will be kept in their personal file. Supporting documents will be kept until all avenues of appeal have been exhausted.</p>
General description of security measures, where possible	Electronic application files are kept on shared disks protected by passwords with restricted access only for managers of the procedure, authorised by the management. The Excel tables for analysing applications and test results are password protected.
Data protection notice	Published internally