



European Committee  
of the Regions

## Record of processing activity – Working document

### Cognitive Assessment Test (PerformanSE)

#### PART 1 - Record

##### 1. General Information

Reference number	RE3-14
Last update	30/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	InternalMobility@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)	<p>PerformanSe (SIREN No: 343961546)</p> <p>Contact: Délégué à la protection des données PerformanSe Le Phare des Alizés, ZAC du Pré Gauchet 4 rue Marcel Paul 44000 Nantes FRANCE dpo@performanse.com</p> <p>Sub-processor(s):</p> <p>Julhiet Sterwen Group, 4 allée Ferrand, 92200 Neuilly-sur-Seine, France (SIREN No: 629800897)</p> <p>Global service provider, 78 rue La Condamine, 75017 Paris, FRANCE (SIREN No: 431313691)</p> <p>Saven, 79 boulevard Beaumarchais, 75003 Paris, FRANCE (SIREN No: 808841183)</p> <p>E-Valuatio, 8 rue des Bateaux Lavois, 44000 Nantes, FRANCE (SIREN No: 533000287)</p>
Data processing agreement	Available internally

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

Purpose(s) of the personal data processing	To give a support tool for career reflection to the staff member who has explicitly requested to take the test. The data provided by the
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	staff member must be processed in order to draw up a report that provides him/her with areas for reflection in respect of his/her career development.
Categories of persons whose personal data are processed	Staff members of the European Committee of the Regions: - Officials; - Temporary staff; - Contract staff.
Categories of personal data processed	<ul style="list-style-type: none"> <li>• Contact data: - Email address.</li> <li>• Identification data: - Surname, forename; - Civility; - Gender; - Language.</li> <li>• Professional data: - Function within the institution (manager or not).</li> <li>• Behavioural data: - Answers provided in respect of specific situations in which the staff member have to make a choice between different behavioural options.</li> </ul>
Recipients of the personal data	Internal to the organisation: <ul style="list-style-type: none"> <li>• Staff members of the European Committee of the Regions in accordance with the need-to-know principle: - The career guidance officer administering the file of the staff member concerned.</li> </ul>
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	<p>Personal data will only be kept for the time necessary to fulfil the purposes for which they are processed.</p> <p>The controller will delete any personal data in paper form right after the meeting between the staff member concerned and their career guidance officer has occurred. The controller does not store the personal data on its servers.</p> <p>The processor and its sub-processor(s) will automatically delete the personal data they processed after twelve (12) months.</p>
General description of security measures, where possible	<p>Regarding paper files</p> <p>The report containing personal data is printed by the responsible career guidance officer and handed out to the concerned staff member during the career guidance session. No copy is kept by the career guidance officer.</p> <p>Regarding electronic files</p>

	<ul style="list-style-type: none"><li>• The need-to-know principle applies to access to the personal data available on the processor's software: access require the responsible career guidance officer to use their personal login credentials (ID and password).</li><li>• Data backups are regularly archived. The maximum retention period for data in the backup databases is 12 months after it has been deleted from the production database.</li></ul>
Data protection notice	Published internally