



European Committee
of the Regions

Record of processing activity – Working document

Digital assessing of soft skills

PART 1 - Record

1. General Information

Reference number	RE3-3
Last update	26/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	Social-Service-CoR@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
Processor(s)	<p>The Institute for NeuroCognitivism" (INC) uses the hosting and maintenance service of the application of SOFT CONCEPT SAS RCS Lyon (339 151 631), 71 rue cours Albert Thomas, 69447 Lyon cedex 03." SOFT CONCEPT uses the internet access service with an SLA ("Service Level Agreement") guaranteeing a cut-off of maximum 4 hours without penalties.</p> <p>Anonymized data are delivered via the server through the functional mailbox of the Social Service (social-service-CoR@cor.europa.eu).</p>
Data processing agreement	Available internally

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>The VIP2A inventory is a tool that assesses in depth the interaction between parts of our brain, our behaviour and motivations. It is the culmination of sixteen years of research conducted by the "Institut de médecine environnementale" (IME). The inventory is sent via email with an attached link to the database system of the INC. The participant has to reply to 90 questions. The server produces an automated individual report (graphical representation) and is sent to the functional inbox of the Social Service. The social worker provides it then to the participant.</p> <p>The purpose of collecting personal data for the VIP2A inventory is to obtain an individual report in form of graphic representations serving as a basis for debriefing and coaching.</p>
Categories of persons whose personal data are processed	Active staff members of the European Committee of the Regions.

Categories of personal data processed	<p>The inventory and the report are anonymized. Only the following personal data are processed via the server: the name of the organisation (Committee of the Regions), the e-mail address of the Social Service: Social-Service-CoR@cor.europa.eu, date of birth of the Social Worker. The other information does not concern data allowing an individualisation.</p> <p>The name of the participants is written in a separate electronic table and numbered in order to allow the Social Worker to link the result of the test to the concerned participant.</p>
Recipients of the personal data	<p>The Social Worker has access to the first and family name of the candidate and has access to the summary data (graphic representation) of the participants via login and password provided by the INC.</p> <p>SOFT CONCEPT has access to the anonymized summary data in the server's room which is secured by key, alarm and video surveillance.</p> <p>The INC has access to the general data of the application VIP2A Inventory via login and password, but the Inventory is filled out in an anonymous way.</p>
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	The test results are kept in the social file, except if the participant to the test opposes to a conservation in the social file.
General description of security measures, where possible	<p>Regarding paper files</p> <p>The individual report (graphical representation) on paper is anonymized. The original report is given to the participant. A copy is added to the social file which is kept in a closed cupboard. The key is put in another cupboard which is then opened upon arrival at the office and closed when leaving the office.</p> <p>Regarding electronic files</p> <p>The electronic version of the report and the reply to the questions are kept in the server of the INC for maximum of 3 years.</p> <p>The "Institut de médecine environnementale" (IME) reserves the right to keep the replies longer in order to improve the synthetic representation model.</p>
Data protection notice	Published internally