



European Committee  
of the Regions

## Record of processing activity – Working document

### Job Shadowing exercise

#### PART 1 - Record

#### 1. General Information

|                                  |                                                                                  |
|----------------------------------|----------------------------------------------------------------------------------|
| Reference number                 | RE3-16                                                                           |
| Last update                      | 27/09/2024                                                                       |
| 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)                     | 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 processing is to identify members of staff who have expressed a genuine interest in the job shadowing exercise as a guest or host. This exercise is part of the Integrated Talent Management Strategy, adopted in July 2018. It is a short-term exchange whereby a staff member ("guest") is paired up with another staff member ("host") in a different service during a specified period of time with the objective to explore another working environment, to exchange and understand better working methods, to develop and share best practices, to get to know new colleagues.</p> |
| Categories of persons whose personal data are processed | <p>The data subjects concerned are officials, temporary staff and contract staff of the Committee of the Regions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Categories of personal data processed                   | <ul style="list-style-type: none"><li>• Basic identification data (first name, family name)</li><li>• Function group</li><li>• Type of agent (official/temporary/contractual)</li><li>• Service/unit</li><li>• Professional contact details (email address, telephone number)</li><li>• Service(s) of preference and/or field(s) of interest</li><li>• Fields of Interests</li><li>• Eventual skills and special competencies</li></ul>                                                                                                                                                                        |

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| Recipients of the personal data                                                | <p>Data of staff members who wish to become guest or host are disclosed:</p> <ul style="list-style-type: none"> <li>• to the staff members assigned to the Career Guidance and Internal Mobility service, and</li> <li>• to each other,</li> <li>• to the head of unit and line manager of guest and host.</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 other international organisations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Retention period of the personal data                                          | <p>The applications and the agreement signed by both host and guest will be kept in order to make an evaluation and will be destroyed once an evaluation report is drafted, planned at the end of the exercise, not later than maximum 3 months after the end of the exercise.</p> <p>For statistical and historical reasons, names and unit names of the host and guest will be kept in an electronic file for maximum 10 years.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| General description of security measures, where possible                       | <p>Regarding paper files (exceptionally used):<br/>The application form and the signed agreement are the only paper involved in the job shadowing exercise. It is kept during the whole period of this exercise in a file in a cupboard which is closed at the end of the working day.</p> <p>Regarding electronic files<br/>The data of guests and hosts are kept in an excel sheet in the shared drive "shr-moblite-cdr", to which only the career guidance officers within the Internal Mobility service have access.<br/>Any communication between candidate and Internal Mobility service takes place via telephone directly or via email, either through personal email correspondence with the career guidance officer or via the functional mailbox InternalMobility@cor.europa.eu , to which only the career guidance officers in the Internal Mobility service have access.</p> |
| Data protection notice                                                         | Published internally                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |