



European Committee
of the Regions

Record of processing activity – Working document

Mobility policy

PART 1 - Record

1. General Information

Reference number	RE3-13
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	data.protection@cor.europa.eu
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	The purpose of the processing is to identify possible matches between the professional profile of members of staff who either have expressed a genuine interest in internal mobility or who – due to their length of employment in the same position, profile, status or post they are occupying – have been contacted by the Mobility service. In so doing, the procedure has the purpose of facilitating the selection of internal staff members (regardless of their grade) for (future) vacant posts in the Committee of the Regions and of improving the in-house career development and job mobility possibilities of staff whilst optimising the use of the institution's resources.
Categories of persons whose personal data are processed	The data subjects concerned are officials of the Committee of the Regions and, in exceptional circumstances, temporary agents and contractual agents at the CoR who have either manifested their interest for career guidance/mobility or who have been contacted by the Mobility service in order to discuss mobility opportunities and career options.
Categories of personal data processed	On-going candidates' list for career guidance: <ul style="list-style-type: none">• Basic identification data (first name, family name)• Gender• Function group• Type of agent (official/temporary/contractual)

	<ul style="list-style-type: none"> • Service/unit • Date of meetings with career guidance officer • Career guidance actions taken (such as job search, technical (CV and letter), action plan, interview coaching etc.) <p>Mobility list:</p> <ul style="list-style-type: none"> • Basic identification data (first name, family name, age) • Gender • Function group • Type of agent (official/temporary/contractual) • Service/unit • Professional contact details • Data allowing assessment against a vacancy notice's selection criteria (motivation letter, CV) • Academic and professional experience • Fields of Interests • Skills and special competencies • Factual data relating to the career guidance request: when the request was made as well as main professional profile <p>In the event of an ad hoc mobility exercise (in the context of redeployment or reorganisation):</p> <ul style="list-style-type: none"> • Basic identification data (first name, family name) • Function group • Type of agent (official/temporary/contractual) • Service/unit • Professional contact details (email address, telephone number) • Service(s) of preference and/or field(s) of interest
<p>Recipients of the personal data</p>	<p>Data of candidates for internal mobility are disclosed only to the staff members assigned to the Mobility service (at present the controller and delegated controller, but additional career guidance officers may be appointed at a later stage).</p> <p>In the event of mobility interviews being organised by the Mobility service, the managers in charge of the recruiting service in question (Director, Deputy-Director and/or Head of Unit) as well as possible other staff members involved in conducting the interview may be recipients of relevant data elements.</p> <p>Once a mobility match has been established and the successful candidate has been informed and given his consent, the recruitment service is informed of the outcome in order to process the internal transfer.</p> <p>In the event of an ad hoc mobility exercise (in the framework of redeployment or reorganisation), managers in charge of potential recruiting services will be informed only about colleagues who have manifested an interest in joining their department or in working in their area of expertise. The full list of applicants is only communicated to a limited number of staff members on a need to know basis:</p> <ul style="list-style-type: none"> - career guidance officers within the Mobility service - the HR Heads of Unit - the Head of Sector of the recruitment service

	<p>- the Director and Deputy-Director for HR and Finance - the Secretary-general (Appointing Authority) and his Head of Cabinet.</p> <p>In all circumstances, the data recipients are bound by strict confidentiality requirements.</p> <p>Anonymised global data such as the total number, category of candidate (AD or AST) may be presented and used in statistical reports both for internal or external use (such as in the framework of the annual activity report).</p>
<p>Transfers of personal data to a third country or an international organization</p>	<p>No</p>
<p>Retention period of the personal data</p>	<p>Data will be kept for 12 months after the original request for career guidance after which the data will be made anonymous (for statistical and reporting purposes), unless the wish is reiterated by the data subject to remain on the list.</p> <p>If exercises are carried out throughout the process relating to the writing of CV's or motivation letters, the candidates have access not only to the data they submit but also to any existing evaluation results regarding different stages of this procedure. Such exercises are not kept within the Internal Mobility service but given to the candidate at the end of each session.</p> <p>Regarding career guidance to members of staff not expressing any interest in internal mobility, a candidate Excel table with anonymised data is kept in order to be able to provide basic statistics on the number and type of staff who use the career guidance service and in order to ensure the quality of the service.</p> <p>Application forms received in the context of an ad hoc mobility exercise are stored until full completion of the underpinning (redeployment or reorganisation) process. Thereafter, only anonymous data will be kept, for statistical and reporting purposes.</p> <p>Regarding job rotation, data will be kept beyond the end of exercise for statistical and procedural reasons for maximum 24 months.</p>
<p>General description of security measures, where possible</p>	<p>Regarding paper files (exceptionally used in the Internal Mobility service):</p> <p>If exercises are carried out throughout the process relating to the writing of CV's or motivation letters, the candidates have access not only to the data they submit but also to any existing evaluation results regarding different stages of this procedure. Such exercises are not kept within the Internal Mobility service, but given to the candidate at the end of each session.</p> <p>Paper copies used during selection procedures (print-outs of CVs and motivation letters generated by Heads of Units for interview purposes) are destroyed regardless of the result of the interview at the end of the selection procedure in question.</p> <p>Regarding electronic files</p>

	<p>Once a year the staff members who have expressed an interest in internal professional mobility are asked whether or not they wish to stay on the mobility list. Data will be kept for 12 months after the original request for career guidance after which the data will be made anonymous (for statistical and reporting purposes), unless the wish is reiterated by the data subject to remain on the list.</p> <p>Regarding career guidance to members of staff not expressing any interest in internal mobility, a candidate table is kept with a minimum of data in order to be able to provide basic statistics on the number and type of staff who use the career guidance service and in order to ensure the quality of our service.</p> <p>Application forms received in the context of an ad hoc mobility exercise are stored until full completion of the underpinning (redeployment or reorganisation) process. Thereafter, only anonymous data will be kept, for statistical and reporting purposes.</p>
Data protection notice	Published internally