



European Committee
of the Regions

Record of processing activity – Working document

Probationary period

PART 1 - Record

1. General Information

Reference number	RE2-14
Last update	01/10/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	For officials: recruitment-official@cor.europa.eu For temporary/contractual staff: recruitment@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	<ul style="list-style-type: none">- Main purpose: evaluation of the course of the probationary period in order to assess the level of competence, efficiency and conduct in the service of members of staff subject to a probationary period.- Secondary purposes: encoding information on the course of the traineeship into the appropriate electronic human resources management tools; establishment of individual entitlements following the confirmation of the official/staff trainee in his post (rolling out of the positive traineeship) or his dismissal (running of the negative traineeship).
Categories of persons whose personal data are processed	Staff subject to a probationary period (officials/temporary/contractual staff, staff members appointed for the first time in a middle or senior management function)
Categories of personal data processed	The traineeship report form includes the following, pre-filled by the administration: surname, forename(s) of the official/trainee staff, grade/step, post service, standard post and date of start and end of the probationary period. The part of the report to be completed by the assessor responsible for the appraisal of the official/trainee and/or by the official/trainee

	<p>shall include the following: qualitative assessment of the competence, efficiency and conduct of the person concerned in the service, his/her linguistic knowledge and a general assessment of the probationary period with a view to concluding that the official/trainee's staff member concerned is retained in the post or dismissed. In the case of a negative traineeship report, the conclusion must be clearly reasoned. If necessary, the official/trainee may submit his/her comments.</p> <p>Comments: At the end of the probationary period of a temporary/contractual staff member, a simple note drawn up by the reporting officer and countersigned by the staff member concerned may be drawn up, including only his or her surname, first name and a qualitative assessment of the ability, efficiency and conduct in the service. The full report may be drawn up at the request of the reporting officer or the staff member.</p> <p>For officials/temporary staff subject to management probation within the meaning of Article 44 of the Staff Regulations, the end of probation report shall contain the following: name and first name(s) of the member of staff concerned, grade/step, post service and the start date of the probationary period. The reporting officer must simply indicate, after consulting another person, if necessary, whether the person concerned has satisfactorily performed his/her management tasks. Anyone consulted also contravenes the probationary report.</p>
<p>Recipients of the personal data</p>	<ul style="list-style-type: none"> - Reporting officer (generally Head of Unit/Director) and, where appropriate, other consulted persons involved in the assessment of the competence, efficiency and conduct in the service of the official/trainee staff concerned, Recruitment and Career Unit (processing of the probationary report, encoding in the human resources management system, including the probationary report in the staff member's personal file). - Sector responsible for setting individual entitlements: managers responsible for establishing individual rights only have access to the encoding carried out by the Recruitment and Career Unit in the appropriate human resources management system. - For probationary officials, a formal establishment/sealing act must be drawn up at the end of the probationary period. The paper file put into circulation in order to obtain the signature of the appointing authority includes only the last part of the probationary report (general conclusion) and the decision on establishment/sealing. The file shall be drawn up by the Recruitment and Career Unit and shall be forwarded to the following addressees: Director (Deputy) of the Directorate for Human Resources and Finance, Head of the Cabinet of the Secretary-General, Secretary-General (appointing authority for appointments of officials up to grade AD12 inclusive) and, where appropriate, the Head of the President's Cabinet and the President (mandated by the Bureau which is the official appointing authority for appointments of AD13 officials and beyond), registration of decisions. - No specific act is established for the confirmation of a staff member performing middle or senior management functions at the end of his probationary period, since the appointment decision

	<p>provides from the outset that in the event of a positive progress of the probationary period, a management allowance would be paid retroactively to the staff member concerned. The Recruitment and Career Unit encodes the relevant information in the appropriate human resources management system and then transmits the information, together with the general conclusion on the course of the traineeship period, to the payroll managers in order to initiate the payment of the management bonus.</p>
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	The data relating to the course of the probationary period are entered in the personal file of the staff member concerned and kept for the duration mentioned in the RoPA relating to personal files.
General description of security measures, where possible	<p>The digitalised internship report is accessible via the personal file of each staff member in the appropriate human resources management tool.</p> <p>Access to electronic tools is strictly limited to competent staff. Any consultation of a personal file by a third party shall be notified immediately to the holder of the file in question.</p>
Data protection notice	Published internally