



European Committee
of the Regions

Record of processing activity – Working document

Promotion

PART 1 - Record

1. General Information

Reference number	RE2-9
Last update	30/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	The delegated controller is the Head of the Recruitment and Career Unit contact: service-carriere@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 this data processing is to compare the merit of officials/contract staff eligible for promotion/reclassification in order to select, each year, the staff members who will benefit from a grade advancement in their function group.
Categories of persons whose personal data are processed	- established officials - contract staff members (under Article 3a of the CEOS)
Categories of personal data processed	— surname, first name(s) and age of official/contract staff member; — function group and grade of the official/contract staff member and their date of grade; — department to which the official/staff member is assigned; — ability to work in a third language before the first promotion after recruitment for the officials concerned by Article 45(2) of the Staff Regulations; — assessment reports since the last promotion/classification in a higher grade, including the probationary report in case of first promotion/reclassification after recruitment; — assessment points (average and accumulated points) since the last promotion/classification in a higher grade or recruitment;

	<ul style="list-style-type: none"> — where applicable, during the transitional period, the final performance levels allocated for the 2019 and 2020 promotion exercises and the balance of points under the old rating system; — an indication of the level of responsibilities exercised.
Recipients of the personal data	<p>Personal data processed as part of the assessment procedure will be revealed (in full or in part) only to the following people:</p> <ul style="list-style-type: none"> - officials and staff members who are the subject of a staff report, their assessors/virtual assessors, their coordinators and, where appropriate, their line managers and/or their respective appeal assessors; - people having received delegation from an assessor/virtual assessor/coordinator; - head of the recruitment and careers unit, managers in the career development sector in charge of the assessment procedure, promotion and certification procedure and personal files as well as Director (Deputy Director) in charge of human resources; - managers in the IT service in charge of developing and maintaining the software program EVA COR; - members of the Joint Appraisals Committee, who shall issue a reasoned opinion on the appeals; - Secretary general, directors, deputy directors and heads of unit called upon to contribute to the drawing up of the list of officials/agents recommended for promotion/regrading in the framework of the promotion/regrading procedure; - members of the joint promotion committee, called upon to issue an advisory opinion on the officials/agents eligible for promotion/classification in a higher grade; - where applicable, members of the joint certification committee and certification panel, members of the joint advisory committee on incompetence; - relevant appointing authority (authority empowered to conclude contracts) in accordance with Article 73 to the Rules of procedure of the European Committee of the Regions; - the Internal control and LAM office in unit EI and its deputy Head of unit; - where appropriate, and within their respective powers, personal data may also be communicated to the legal service, the internal audit service, the Disciplinary Board. - Name, surname, grade and date of promotion are communicated to the staff of the CoR (art 25 of the SR)
Transfers of personal data to a third country or an international organization	The personal data are not transferred to any non-EU Member States or to international organisations.
Retention period of the personal data	Tables containing the personal data necessary for decision-making are kept for 5 years after the finalisation of the promotion/reclassification procedure in case of appeal or ex-post control. Then they are destroyed. Individual promotion decisions and reclassification amendments are archived in the individual files of the persons concerned. The single annual promotion decisions for officials promoted up to grade AD12 are archived at Adonis 2. All lists published during the last three promotion/reclassification exercises can be consulted on the CoR Intranet.

<p>General description of security measures, where possible</p>	<p>Concerning physical files In principle, the procedure is conducted electronically. Any paper files relating to the promotion/reclassification procedure shall be kept in locked cabinets by the responsible manager and shall be accessible only to authorised persons. Some documents (copies) of these files are provided at the meeting of the College of Directors and during the work of the Joint Promotion Committee. These copies are returned and destroyed afterwards.</p> <p>Concerning electronic files Electronic folders (including Excel files) are kept on shared disks with restricted access and temporarily, for the purpose of the ongoing exercise, on a designated SharePoint Team site. Access to electronic files is strictly limited to the competent staff listed in the first indent of point 11 above. The encoding and validation of the promotions granted is done in the Sysper application.</p>
<p>Data protection notice</p>	<p>Published internally</p>