



European Committee
of the Regions

Record of processing activity – Working document

Transfers

PART 1 - Record

1. General Information

Reference number	RE2-15
Last update	01/10/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	recruitment-official@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	Verify the applicant's formal eligibility for the transfer under the conditions set out in the vacancy notice to which the person concerned has applied, draw up the official transfer documents (request and transfer decision) and carry out the required encodings in the electronic human resources management system in order to ensure continuity of entitlements (salary payment, family allowances, etc.) pending the arrival of the full personal file.
Categories of persons whose personal data are processed	Candidate for interinstitutional transfer: - transfer request: Nom, first name(s), function group, standard post, grade, step, date of grade and date of step, multiplication factor, date of appointment as a probationary official and date of establishment, date of end of management probationary period (if applicable), seniority in the European institutions, history of previous promotions effective date of transfer and classification on the same date, post service. - transfer decision: surname, first name(s), function group, standard post, grade, step, date of grade and date of step, multiplication factor.
Categories of personal data processed	- In the transfer request: Surname, first name(s), function group, standard post, grade, step, date of grade and step date, multiplication factor, date of appointment as a probationary official

	<p>and date of establishment, end date of management traineeship (if applicable), seniority in the European institutions, history of previous promotions.</p> <ul style="list-style-type: none"> - Transfer decision: surname, first name(s), function group, standard post, grade, step, date of grade and date of step, multiplication factor, date of effect of the transfer and classification on the same date, posting service.
Recipients of the personal data	<ul style="list-style-type: none"> - Transfer request: recruitment and Career Unit (after consulting the person in charge of the departure/arrival department of the official concerned as to the date of transfer); mail registration service (for the registration of the transfer request or the reply to a transfer request). - Transfer decision (to the CoR): competent initiating financial and operational staff, competent financial and operational auditors, authorising officer (sub)delegate responsible, Director (and/or Deputy Director) of the Directorate for Human Resources and Finance, Head of the Cabinet of the Secretary-General, Secretary-General (appointing authority), the Internal control and LAM office in unit EI and its deputy Head of unit, the Internal Audit Service, and, where applicable, Head of the President's Cabinet and the President (for officials whose appointing authority is the Bureau). - Transfer decision (from the CoR): recruitment and Career Unit, Director (and/or Deputy Director) of the Directorate for Human Resources and Finance, Head of Cabinet of the Secretary-General, Secretary-General (appointing authority), the Internal control and LAM office in unit EI and its deputy Head of unit, Internal Audit Service, and, where applicable, Head of the President's Cabinet and the President (for officials whose appointing authority is the Bureau).
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	<ul style="list-style-type: none"> - The documents relating to the selection procedure (CV, minutes drawn up following the publication of a vacancy notice, evaluation grids, summary note drawn up by the person in charge of the applicant department, request for recruitment) are placed in the personal file of the official concerned and for the duration mentioned in the RoPA relative to personal files. - When transferred to another institution, the entire personal file is transferred to the host institution.
General description of security measures, where possible	<p>See RoPA relative to personal files.</p> <p>When transferred to another institution, the entire personal electronic file is transferred to the host institution.</p>
Data protection notice	Published internally