

**EMCDDA Personal Data Protection Record on
PROBATION PERIOD OF THE EMCDDA STAFF**

Part 1 - mandatory records under Article 31 of the new rules (publicly available)

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	24-5-2019
2.	Reference number:	DPO-035
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Mr Dante Storti Head of ADM unit EMCDDA-HR@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	n.a.
6.	Name and contact details of processor (where applicable)	n.a.
7.	Purpose of the processing	The purpose of the processing is exclusively, within personnel administration, the appraisal of the probationary period of the EMCDDA staff.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Categories of persons whose data EMCDDA processes: Officials, temporary agents, contract agents. The categories of personal data dealt with in this exercise are the following: family name, name, personnel number, function group and grade.
9.	Time limit for keeping the data	Data will be stored in the EMCDDA files for ten years, starting from the date of the final assessment. After the

		mentioned period only data related to a macroscopic vision of the appraisal exercises of staff will be kept for statistical reasons and will be kept anonymous.
10.	Recipients of the data	The recipients of the data are: The Director, the assessor, who is a senior manager, i.e. Head of Unit, and where applicable the appeal assessor. The immediate superior of the staff member concerned, normally the Head of Sector (supervisor), or other staff of function group AD, of a grade superior to that of the probationer to whom the preparation of the probationary report can be delegated to. The human resources staff dealing with the probationary period. Furthermore, access may be granted to EU institutions (in case of the actual transfer of the official concerned), internal auditors, OLAF, ECA (in case of an audit), and the Civil Service Tribunal, European Ombudsman, EDPS (in case of a dispute).
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	The data collected can only be accessed by designated EMCDDA staff working for the Human Resources Management Sector. The data is stored electronically in a separate folder within the Human Resources drive (only HR staff have access to this drive). Each file will be password protected. A paper copy of the report is stored in the personnel file of the staff member in sealed envelopes. The personal files are stored in double locked safes within the Human Resources Management Sector and are accessible only by authorised HR personnel.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Privacy statement