

**EMCDDA Personal Data Protection Record on  
ARTICLE 45(2) OF THE STAFF REGULATIONS**

Nr.	Item	
<b>Header - versioning and reference numbers (recommendation: publicly available)</b>		
1.	Last update of this record	24-5-2019
2.	Reference number:	DPO-018
<b>Part 1 - Article 31 Record (recommendation: publicly available)</b>		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Mr Dante Storti Head of ADM unit <a href="mailto:EMCDDA-HR@emcdda.europa.eu">EMCDDA-HR@emcdda.europa.eu</a>
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA <a href="mailto:dpo@emcdda.europa.eu">dpo@emcdda.europa.eu</a>
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 data processed is used to organise the work of the companies responsible for the assessment of candidates on the basis of qualifications or tests with a view to providing the EMCDDA appointing authority with a list of officials and other staff who have been certified to have demonstrated their ability to work in a third language for the purposes of their first promotion after recruitment or before their contract is renewed for an indefinite period.

8.	Description of categories of persons whose data EMCDDA processes and list of data categories	<p>The categories of personal data dealt with during this exercise are data relating to officials and other agents who are covered by the provisions of Article 45(2) of the Staff Regulations, Article 10 and Article 85(3) of the Conditions of Employment of Other Servants respectively, and are the following:</p> <ul style="list-style-type: none"> <li>• Identification details: name, first name, personnel number, e-mail address, institution of origin;</li> <li>• • Information provided by the applicant: information supplied by the official or other servant with a view to the practical organisation of assessments based on certificates/diplomas and/or tests (place of employment, first and second languages chosen for the open competition or selection procedure leading to recruitment, third language chosen, choice of one or other of the methods allowed for proving ability to work in a third language, and in some cases copies of the diploma(s) or certificate(s) to be examined). Outcome of the assessment tests (where applicable);</li> <li>• Other personal data: N/A</li> </ul>
9.	Time limit for keeping the data	<p>Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows:</p> <ul style="list-style-type: none"> <li>• The period for which the data will be stored is two years for officials and other servants whose assessment on the basis of qualifications or tests has been positive. In the case of officials and other servants whose assessment on the basis of qualifications or tests has been negative, the data will be stored until the promotion exercise in which a positive assessment is obtained (whereupon the two-year rule above will apply).</li> </ul> <p>The data may also be used for statistical purposes during the first year of storage. In the latter case, the data will be anonymised.</p>
10.	Recipients of the data	<p>The outcome of the assessments based on tests or qualifications and confirming the ability of an official or other servant to work in a third language will be disclosed only to the EMCDDA, for the purposes of enabling the appointing authority to promote the officials concerned where appropriate or to renew for an indefinite period the contracts of contract staff.</p> <p>In the case that there is a need to organise language tests to be carried out by an external company to the EMCDDA, the data collected may be transferred to the company in charge of the organisation of the test. Staff members will be informed</p>

		personally of the results of their test by the Human Resources Management Sector.
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.	<p>The data collected is stored in an electronic database on designated EMCDDA equipment. YES</p> <p>The data collected during the EMCDDA's assessment of the knowledge of a third language for the first promotion after recruitment can be accessed by designated EMCDDA staff working for the Human Resources Management Sector and by the EMCDDA's appointing authority. The data is stored in the Human Resources Management Sector's offices in locked cabinets.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<a href="http://home.emcdda.europa.eu/html.cfm/index71390EN.html">http://home.emcdda.europa.eu/html.cfm/index71390EN.html</a>