



## **Privacy Statement for the probationary and management probationary periods of the EMCDDA Director**

Any data collected or information furnished in the framework of the performance appraisal of EMCDDA staff will be processed in accordance with 'Regulation (EU) 2018/1725'. This Regulation concerns the protection of natural persons with regard to the processing of personal data provided to the European Union institutions and bodies and on the free movement of such data. In compliance with Articles 15 and 16 of the Regulation, the EMCDDA provides all the concerned persons with the following information:

The Controller<sup>1</sup> of the data is the Head of the Administration. In order to contact the controller please do it in writing to the following e-mail address: [EMCDDA-HR@emcdda.europa.eu](mailto:EMCDDA-HR@emcdda.europa.eu).

The purpose of the processing is exclusively, within personnel administration, the appraisal of the probationary and the management probationary period of the EMCDDA Director.

### **Who has access to your information and to whom is it disclosed?**

The recipients of the data are: The Director, the reporting officers, where applicable the appeal assessor and Management Board members. The human resources staff dealing with the Director's probationary period. 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).

### **Transfer of data to third parties**

In the case of transfer of your data to third parties, the latter are called their attention to the respect of the principle that data must be processed in strict confidentiality and exclusively for the purpose for which it was submitted.

### **How do we protect and safeguard your information?**

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 reports are 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.

### **How can you verify, modify or delete your information?**

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<sup>1</sup> Article 3(8) of Regulation (EU) 2018/1725 defines the controller as follows: '[...] controller means the Union institution or body or the directorate-general or any other organisational entity which, alone or jointly with others determines the purpose and means of the processing of personal data [...]':



Regulation (EU) 2018/1725 safeguards your right to access your data and to require the Controller<sup>2</sup> to rectify without delay any inaccurate or incomplete personal data. You also have the right to require the Controller to erase data if the processing is unlawful. For this, you need to contact the EMCDDA's Human Resources Management Sector in writing ([EMCDDA-HR@emcdda.europa.eu](mailto:EMCDDA-HR@emcdda.europa.eu)). The Controller shall deal with your request for rectification of data within one month from the introduction of the request. As far as requests for blocking and erasure, the Controller disposes of three calendar months to give follow up to the request from the moment of its reception. Furthermore, you are free to address to the European Data Protection Supervisor at any time.

### **What personal information do we collect and for what purpose?**

The categories of personal data dealt with in this exercise are the following: family name, name, personnel number, function group and grade.

The legal basis for processing data are the Staff regulations and the conditions of employment of other servants of the European Communities laid down by Council Regulation (EEC, EURATOM, ECSC) No. 259/68 in particular Article 34 and 44 of the Staff regulations, Article 14 of the Conditions of Employment of Other Servants (CEOS) and the Conclusion of the Heads of administration n° 240/50, of 16 June 2005. Furthermore, the EMCDDA Management Board by Decision DEC/MB/11/02.

### **How long do we keep your data?**

Data will be stored in the EMCDDA files for ten years, starting from the time when the staff member concerned leaves the EMCDDA services or from the last pension payment.

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.

### **Recourse**

You have the right to recourse via the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the EMCDDA.

You may also contact the EMCDDA's DPO in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: [dpo@emcdda.europa.eu](mailto:dpo@emcdda.europa.eu)

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