

**EMCDDA Personal Data Protection Record on
PROBATION PERIOD AND MANAGERIAL PROBATION PERIOD OF THE EMCDDA DIRECTOR**

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-030 A
Part 1 - mandatory records under Article 31 of the new rules (publicly available)		
3.	Name and contact details of controller	EMCDDA Controller: Mr Dante Storti Head of ADM unit Praça Europa, 1 1249-289 Lisboa EMCDDA-HR@emcdda.europa.eu
4.	Name and contact details of DPO	Mr Ignacio Vázquez Moliní, EMCDDA DPO Praça Europa, 1 1249-289 Lisboa dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Purpose of the processing	The purpose of the processing is exclusively, within personnel administration, the probation and managerial probation of the EMCDDA Director.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	Categories of persons whose data EMCDDA processes: <ul style="list-style-type: none"> The Director <p>The categories of personal data dealt with in this exercise are the following: family name, name, personnel number, function group and grade.</p>
9.	Time limit for keeping the 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.
10.	Recipients of the data	The data collected can only be accessed by designated EMCDDA staff working for the Human Resources Management Sector. Electronically based data is stored in the HRMS drive with password protected/restricted access to authorized HRMS personnel only. A paper copy the report is stored in the personnel

		file of the Director in a sealed envelope. The Director's personal file is stored in electronic coded locked cabinets within the Human Resources Management Sector and are accessible only by authorised HR personnel.
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 can only be accessed by designated EMCDDA staff working for the Human Resources Management Sector.</p> <p>Electronically based data is stored in the HRMS drive with password protected/restricted access to authorized HRMS personnel only.</p> <p>A paper copy the report is stored in the personnel file of the Director in a sealed envelope. The Director's personal file is stored in electronic coded locked cabinets within the Human Resources Management Sector and are accessible only by authorised HR personnel.</p>
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