

**EMCDDA Personal Data Protection Record on  
ANNUAL APPRAISAL OF THE EMCDDA STAFF**

Nr.	Item	
<b>Header - versioning and reference numbers (recommendation: publicly available)</b>		
1.	Last update of this record	1-1-2019
2.	Reference number:	DPO-003 and DPO 022
<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 purpose of the processing is exclusively, within personnel administration, the yearly appraisal of the performance of the EMCDDA staff.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	The categories of personal data dealt with during any call for this EMCDDA record are the following: <ul style="list-style-type: none"> <li>• Identification details: family name, name, personnel number, function group, grade.</li> <li>• Information provided by the applicant: N/A</li> <li>• Other personal data: N/A</li> </ul>
9.	Time limit for keeping the data	Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows: <ul style="list-style-type: none"> <li>• 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 .</li> <li>• 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</li> </ul>
10.	Recipients of the data	The recipients of the data are: the staff member concerned, the reporting officer, the delegated or preparatory reporting officer, where applicable the appeal assessor and the countersigning officer, the members of the Joint Instances and the Director in his capacity of appointing/contracting authority. The Human resources staff, dealing with the performance appraisal exercise. Data will be processed in strict confidentiality and exclusively for the purpose for which they were submitted. Only in the case of transfer to another European institution

		the appraisal reports of the staff member concerned will be transmitted to the institution concerned.
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 Annual appraisal of the EMCDDA staff is managed by the web application 'EMCDDA Appraisal Tool'. This tool with all its components are exclusively installed on EMCDDA servers in the EMCDDA internal network, and can only be accessed by authenticated users that are EMCDDA staff members, and only with the access rights according to their role in the organisation-wide or individual Appraisal process, which are set one by one by the HR personnel responsible. Access from outside the EMCDDA network, for example from home, is only possible using the EMCDDA standard secured remote access platform with two-factor authentication. The personal Appraisal data within the application's database is stored encrypted and cannot be read by database administrators or as part of a backup. The workflow of each appraisal is subject to an audit log; each job holder or reporting officer can view audit logs of their appraisals.</p> <p>A paper copy of the appraisal report is stored in the personnel file of the staff member in a sealed envelope. The personal files of EMCDDA staff members are stored in electronic coded locked cabinets within the Human Resources Management.</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/appraisal">http://home.emcdda.europa.eu/appraisal</a>