



## Data Protection Notice for Probationary Period Report

This Data Protection Notice describes the measures taken to protect your personal data with regard to the action involving the present data processing operation and what rights you have as a data subject.

European Health and Digital Executive Agency (HaDEA or Agency) protects the fundamental rights and freedoms of natural persons and in particular your right to privacy and the protection of your personal data.

**Your personal data** are processed in accordance with Regulation (EU) No 2018/1725<sup>1</sup> on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

### Who is the data controller?

**The data controller** of the processing operation is the Head of Unit Staff, Communication and Support of the HaDEA.

### Which is the legal basis for processing your personal data?

**The legal basis** for the processing activities is Article 5(1)(b) of Regulation (EU) No2018/1725 because processing is necessary for compliance with a legal obligation to which the controller is subject and more precisely the HaDEA Steering Committee Decision SC01(2021)06 of 26.02.2021 adopting by analogy the Commission Decision C(2017)6760 of 16.10.2017 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof in its Article 11 and the HaDEA Steering Committee Decision SC01(2021)07 of 26.02.2021 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union in its Article 15 are applicable in order to comply with legal obligations.

### What is the purpose(s) of this processing activity?

**The purposes** of this processing are to collect personal data to manage the probationary periods of staff members, to ensure good integration of newcomers and to help early detection of areas that need more attention or training (Mid-Term Probationary Report) and to assess the overall individual performance during the whole probationary period (Probationary Period Report) in order to confirm or not the staff in the position.

### Which personal data is collected?

The following of your personal data are collected: Data extracted from Sysper2: personal identification data (first name, last name, personal ID); Career-related data (position, grade, unit, start date, type of contract). Opinion of the staff member and his/her reporting officer on the subject of performance and training needs are **mandatory** for the purposes outline above.

### Who has access to the personal data of data subjects and to whom can they be disclosed?

**The recipients** of your personal data will be HaDEA reporting officers in charge, competent HaDEA

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<sup>1</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L295/39 of 21.11.2018).

HR staff, and in case of appeal, the Appeal Assessor and Joint Committee members; and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, Court of Auditors, European Anti-fraud Office (OLAF), EPPO).

Your personal data **will not be transferred** to third countries or international organisations.

The processing of your data will **not include automated decision-making** (such as profiling).

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

**Your personal data** will be kept for a maximum period of 10 years after the extinction of all rights of the staff member at the end of the career in line with the Commission Retention List. Data will be deleted at the end of this period.

### **What are your rights regarding your personal data?**

**You have the right** to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request a restriction of or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

**Restrictions** in particular for the right to information, modification or cancellation in accordance with Article 25 of Regulation (EU) No 2018/1725 may apply in case of pre/investigations for irregularities or anti-fraud in order not to jeopardize potential investigations.

If you have **any queries** concerning the processing of your personal data, you may address them to the Head of Unit Staff, Communication and Support of the HaDEA (entity acting as data controller) via [HADEA-PERFORMANCE@ec.europa.eu](mailto:HADEA-PERFORMANCE@ec.europa.eu) or to HaDEA Data Protection Officer at [HADEA-DPO@ec.europa.eu](mailto:HADEA-DPO@ec.europa.eu).

**You shall have right** of recourse to the European Data Protection Supervisor at <https://edps.europa.eu>.

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