



## RECORD OF PROCESSING ACTIVITIES

*Record of processing activities with administrative personal data based on Article 31 of Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies applicable to Europol in accordance with Article 46 of the Europol Regulation*

**Part I – Public Information**

<b>Q1</b>	<b>Last Update of the record</b>	20/05/2021
<b>Q2</b>	<b>Reference number</b>	<b>EDOC #728031v27</b>
<b>Q3</b>	<b>Data controller</b> <i>Contact details</i>	Head of Human Resources Unit <i>HeadofHR@europol.europa.eu</i>
<b>Q4</b>	<b>Data Processor</b> <i>(if applicable)</i> <i>Contact details</i>	
<b>Q5</b>	<b>Joint controller</b> <i>(if applicable)</i> <i>Contact details</i>	
<b>Q6</b>	<b>Data Protection Officer</b>	<i>dpo@europol.europa.eu</i>
<b>Q7</b>	<b>Name of processing activity</b>	Reclassification Process
<b>Q8</b>	<b>Purpose of processing</b>	Reclassification procedure under article 45 of the Staff Regulations and articles 54 and 87(3) of the CEOS
<b>Q9</b>	<b>Data categories</b>	<input checked="" type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Date of birth, <input type="checkbox"/> Place of birth <input type="checkbox"/> ID/ passport no. <input type="checkbox"/> Marital status <input checked="" type="checkbox"/> Gender <input type="checkbox"/> Email address <input type="checkbox"/> Phone no. <input checked="" type="checkbox"/> Name employer <input checked="" type="checkbox"/> Personnel number <input checked="" type="checkbox"/> Function Other ( please, specify): Function group and grade, Department, post occupied, duration of contract (for CA), 3rd language validation or not (for TA2f only), start date in grade/ function group under EUSR, appraisal report (finalised or not) and summary of the assessment of merits based on the criteria

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		mentioned in the relevant Decision of the Europol Management Board.
<b>Q10</b>	<b>Description of categories of persons</b>	<input checked="" type="checkbox"/> Europol - All Staff <input type="checkbox"/> Europol - Contractors <input type="checkbox"/> Europol - Law Enforcement Officers <input type="checkbox"/> Europol - Liaison Officers <input type="checkbox"/> Europol - Seconded National Experts <input type="checkbox"/> Europol - Task Force Officers <input type="checkbox"/> Europol - Trainees & Interns <input type="checkbox"/> Others
<b>Q11</b>	<b>Time limit for keeping the data</b>	<p>The Record of processing activity on the management of personal files (EDOC#655324) sets the procedure for the management of personal files and the retention of data. The retention of data will follow the Commission retention policy for personal files, i.e. documents will be kept for the staff member's career within Europol and for 8 years after the extinction of all rights of the person concerned and of any dependants, and for at least 120 years after the date of birth of the person concerned.</p> <p>Also, the data may be kept longer unless the data need to be kept for a longer period to establish, exercise or defend a right in a dispute or in a legal claim pending before a court.</p>
<b>Q12</b>	<b>Recipients of the data</b>	<p>Direct line manager (Head of Team, Reporting Officer; and MB Chairperson for Independent Functions), Heads of Units, Head of Departments, Deputy Executive Directors. Joint Reclassification Committee (JRC), Executive Director, Head of Unit HR, C2-13 Learning &amp; Development, staff members delegated by Staff Committee will have access to the Reclassification file/related documents in the Personal file and its content. Each staff member concerned will have access to his/her file.</p> <p>In case a staff member appeals the final decision on Reclassification (Art 90 procedure) G2-011 Labour Law, the Management Board Secretariat and the Complaints Committee will receive a copy of the paper version of the reclassification file.</p> <p>For the purpose of reclassification, the Joint Reclassification Committee will be provided with all necessary information (electronic files produced by C2-13 with the purpose of facilitating discussion and decision,</p>

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		<p>individual reclassification files and copies of appraisal reports to support the process, etc.).</p> <p>The Joint Committee shall receive all relevant information in order to examine each reclassification exercise after it has been finalised as to make recommendations.</p> <p>(Further information can be found in the EUROPOL MANAGEMENT BOARD DECISION of 10 December 2019 laying down general implementing provisions regarding Article 54 of the Conditions of Employment of Other Servants of the European Union (EDOC# 1072441), and EUROPOL MANAGEMENT BOARD DECISION of 10 December 2019 on general implementing provisions regarding Article 87(3) of the Conditions of Employment of Other Servants of the European Union (EDOC# 1072472).</p>
<p><b>Q13</b></p>	<p><b>Transfer to third countries or international organisations</b></p>	<p><input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES:</p> <p>Name third party I: Chair of the Management Board for the independent functions.</p> <p>Place of third party: Member States</p> <p>Contact details: Management Board Secretariat</p> <p>Legal basis transmission:</p> <p>Article 2 of the Decision of the Management Board of Europol delegating the powers conferred by the Staff Regulations of Officials of the European Union on the appointing authority and by the Conditions of Employment of Other Servants of the European Union on the Authority empowered to conclude contracts of employment to the Executive Director of Europol</p> <p>Does the recipient processes data on behalf of Europol <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Safeguards established: secure electronic files sent with password protection</p>

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<b>Q14</b>	<b>General description of security measures</b>	Access to the paper files and electronic data is restricted to authorised personnel who need such information in relation to their tasks and responsibilities.
<b>Q15</b>	<b>How data subjects can exercise their rights to access, rectification, object and data portability (where applicable)</b>	Staff have the right to access, rectify, block and erase their personal data via a written request to the data controller.  Staff have the right of recourse to the Europol Data Protection Officer (dpo@europol.europa.eu DPO, Eisenhowerlaan 73, 2517 KK, The Hague, NL) and the European Data Protection Supervisor ( <a href="https://edps.europa.eu/">https://edps.europa.eu/</a> ).