



## RECORD OF A PERSONAL DATA PROCESSING ACTIVITY

according to Article 31 of [Regulation \(EU\) 2018/1725](#)

**Title**

**Data processing in the context of learning and development action and the organization of training courses for EFSA staff**

**1) Controller(s)<sup>1</sup> of data processing activity (Article 31.1(a))**

EFSA unit in charge of the processing activity: Human Capital Unit (HuCap)

EFSA Data Protection Officer (DPO): [DataProtectionOfficer@efsa.europa.eu](mailto:DataProtectionOfficer@efsa.europa.eu)

Is EFSA a co-controller? **No**

**If yes**, indicate who is EFSA's co-controller:

**2) Who is actually conducting the processing? (Article 31.1(a))**

The data is processed by EFSA itself

*Indicate the EFSA units or teams involved in the data processing:*

The processing operation is conducted together with an external party

*Please provide below details on the external involvement:*

The processing is mainly assumed by HUCAP staff, however an external company is providing support in the training organisation for registration, organisation of language courses, room bookings, logistics. Currently the external contractor support is provided by the company ESIET.

**3) Purpose of the processing (Article 31.1(b))**

The purpose of the personal data processing is:

- to manage information related to learning needs within EFSA identified during performance dialogues between jobholders and their line manager
- to manage procedures related to training actions including the validation of individual training requests, course registrations, follow-up of participation
- to evaluate the training actions in view of quality control and to monitor mandatory training courses in accordance with SOP-34
- to evaluate participants learning status in view of career steps in accordance with the Staff Regulation

**4) Legal basis and lawfulness of the processing (Article 5(a)–(d)):**

<sup>1</sup> The controller decides on the purposes and means of the data processing. In case of joint controllership (e.g. systems of the European Commission applied by EFSA or jointly with another agency), EFSA is a co-controller.

<i>Processing necessary for:</i>	
(a) a task carried out in the public interest or in the exercise of official authority vested in EFSA	<input checked="" type="checkbox"/>
(b) compliance with a legal obligation to which EFSA is subject	<input type="checkbox"/>
(c) performance of a contract with the data subject or to prepare such contract	<input type="checkbox"/>
(d) The data subject has given consent (ex ante, explicit, informed)	<input type="checkbox"/>
<i>Further details on the legal basis:</i>	
<ul style="list-style-type: none"> <li>• Article 55 of the Staff Regulations</li> <li>• Decision of the Management Board of 1 December 2019 on the Framework for Learning and Development</li> </ul>	

5) Description of the categories of data subjects (Article 31.1(c))	
<i>Whose personal data are processed?</i>	
EFSA statutory staff	<input checked="" type="checkbox"/>
Other individuals working for EFSA (consultants, trainees, interims, experts)	<input checked="" type="checkbox"/>
Stakeholders of EFSA, including Member State representatives	<input type="checkbox"/>
Contractors of EFSA providing goods and services	<input type="checkbox"/>
The general public, including visitors, correspondents, enquirers	<input type="checkbox"/>
Relatives of the data subject	<input type="checkbox"/>
Other categories of data subjects (please detail below)	<input type="checkbox"/>
<i>Further details concerning the data subjects whose data are processed:</i>	
Trainees and interims are admitted to internal EFSA trainings for which no fee is required.	

6) Type of personal data processed (Article 31.1(c))	
<b>a) General personal data</b>	
The personal data concerns:	
Name, contact details and affiliation	<input checked="" type="checkbox"/>
Details on education, expertise, profession of the person	<input checked="" type="checkbox"/>
Curriculum vitae	<input type="checkbox"/>

Financial details	<input type="checkbox"/>
Family, lifestyle and social circumstances	<input type="checkbox"/>
Goods and services the person provides	<input type="checkbox"/>
Other personal data (please detail):	<input type="checkbox"/>
<b>b) Sensitive personal data</b> (Article 10)	
The personal data reveals:	
Racial or ethnic origin of the person	<input type="checkbox"/>
Political opinions or trade union membership	<input type="checkbox"/>
Religious or philosophical beliefs	<input type="checkbox"/>
Health data or genetic or biometric data	<input type="checkbox"/>
Information regarding the person's sex life or sexual orientation	<input type="checkbox"/>
<i>Further details concerning the personal data processed:</i>	
Personal data processed in the context of the learning and development management process includes:	
<ul style="list-style-type: none"> <li>• Training needs of the jobholder identified during the Performance Dialogue with the Reporting Officer ;</li> <li>• Training registration data contained in the electronic workflow, including: personal details (name, surname, contract status including function group and grade), Unit, Reporting Officer, training course details including its scope and objectives. The form has to be submitted by the training participant and approved by the Reporting Officer ;</li> <li>• Training course evaluation used for quality management purposes. The evaluation of the training action is in some cases based on the assessment of the level of knowledge or competence acquired by the trainee on completion of the course attended. With regard to language training, on course conclusion, staff is required to take an examination, in order to receive certification on the level of knowledge acquired (the levels can range from A1 to C2 of the Common European Framework of Reference for Languages). This certification is required for staff to meet the "third language requirement" before first promotion/reclassification (art. 45.2 of the Staff Regulations) ;</li> <li>• Any feedback mechanism on the content and quality of the training ;</li> <li>• Generation of a "Training passport" which is a report which details all the training courses attended</li> </ul>	

<b>7) Recipients of the data (Article 31.1(d))</b>	
Line managers of the data subject	<input checked="" type="checkbox"/>
Designated EFSA staff members	<input checked="" type="checkbox"/>
Other recipients ( <i>please specify</i> ):	<input checked="" type="checkbox"/>
Trainers receive the presence lists	

## 8) Transfers to recipients outside the EEA (Article 31.1 (e))

Data are transferred to third country recipients:

Yes  No

**If yes**, specify to which third country:

**If yes**, specify under which safeguards:

Adequacy Decision of the European Commission

Standard Contractual Clauses

Binding Corporate Rules

Memorandum of Understanding between public authorities

## 9) Technical and organisational security measures (Article 31.1(g))

*How is the data stored?*

On EFSA's Document Management System (DMS)

On a shared EFSA network drive or in an Outlook folder

In a paper file

Using a cloud computing solution (please detail the service provider and main characteristics of the cloud solution, e.g. public, private)

On servers of an external service provider

On servers of the European Commission or of another EU Institution

In another way (*please specify*):

*Please provide some general information on the security measures applied:*

The data are stored in the electronic training workflow of EFSA and on DMS.

## 10) Retention period (Article 4.1 (e))

- Paper and electronic training records are kept for the duration of the staff member's career according to the Staff Regulations, i.e. for certification purposes (see art. 45.2 SR). Records are disposed of 1 year after the staff member's departure (resignation / contract expiry);
- Training applications and presence lists are justification documents for the payment of the external contractor and therefore kept for the periods determined under the Financial Regulation as justification for the payment of contractors/training providers invoices (5

years after discharge);

- Evaluation documents on the training action is kept according to the duration of the contract with the service provider

## 11) Consultation with the Information Security Officer

Was the ISO consulted on the processing operation ?

Yes  No

*If yes, please provide some details on the consultation with the ISO:*

## 12) Information given to data subjects (Articles 15 and 16)

*Has information been provided to data subjects on the way their data is processed including how they can exercise their rights (access, rectification, objection, data portability)? Usually this information is provided in a Privacy Statement, specifying the controller's contact details. As possible, please provide a link to the relevant Privacy Statement or a description.*

Intranet portal page 'Learning and Development', to be updated with information on data processing required in Article 15-16 of the Regulation.

Last update of this record: 24/02/2020

Reference: DPO/HR/4