

## RECLASSIFICATION

### *Key information*

#### **Controller**

Cesare Onestini, Director of the ETF, [Cesare.Onestini@etf.europa.eu](mailto:Cesare.Onestini@etf.europa.eu)

#### **Process owner**

Nadège Perrine, Head of HR Unit, [Nadège.Perrine@etf.europa.eu](mailto:Nadège.Perrine@etf.europa.eu)

#### **Data protection officer**

Tiziana Ciccarone / Laurens Rijken, [DataProtectionOfficer@etf.europa.eu](mailto>DataProtectionOfficer@etf.europa.eu)

#### **Purpose of the processing**

The purpose of the processing is to carry out the yearly reclassification exercise

#### **Legal basis**

- Staff Regulations, Condition of Employment of Other Servants of the European Union (CEOS);
- ETF Governing Board Decision ref. GB/16/DEC/015- rules governing reclassifications of temporary staff;
- ETF Governing Board Decision ref. GB/16/DEC/014 – rules governing reclassifications of contract staff;
- ETF Governing Board Decision ref. GB/14/DEC/012 – rules governing the type of posts of temporary staff
- Framework Regulation for local agents, SEC(2002)1049, as regards promotions.

#### **Personal data**

Personal data concerned are Name, contract type, function group/grade, date of entry into grade, job position, last reclassification date-if applicable, performance appraisal reports since start of service or last reclassification

#### **Recipients of the personal data**

For the purpose detailed above, access to personal data is provided to the following processing entities: HR Unit (Head of HR, Career Management Officer and back up), Heads of Departments, ETF Director, and the members of the Joint Reclassification Committee.

#### **Transfer to third countries/international organisations**

Not applicable

#### **Further information**

#### **Data retention**

Two years.

## **Right of access, rectification or erasure, restriction, objection**

Any request to access, rectify or erase personal data, or to restrict or object to the processing of personal data shall be addressed in writing to the Head of Human Resources Unit, [npe@etf.europa.eu](mailto:npe@etf.europa.eu).

## **Right to withdraw consent**

Not applicable

## **Right to lodge complaint**

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer ([DataProtectionOfficer@etf.europa.eu](mailto>DataProtectionOfficer@etf.europa.eu)) or to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

## **Necessity of provision of data**

The provision of personal data in the context of performance management is necessary in view of identifying the concerned staff members in the procedure.