

## PERFORMANCE MANAGEMENT, PROBATION, CONTRACT RENEWAL

### *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 plan work by setting annual individual objectives and assess individual performance in the course of a given reporting period and during probation. Besides, it contributes to possible career management including contract renewal.

#### Legal basis

- Staff Regulations, Condition of Employment of Other Servants of the European Union (CEOS);
- ETF Governing Board Decision ref. GB/15/DEC/008- Implementing articles 43 and 44 of the SR for temporary staff;
- ETF Governing Board Decision ref. GB/15/DEC/007 Implementing articles 87 of the CEOS and 44 of the SR for contract staff;
- ETF Governing Board Decision ref. GB/09/DEC/002 concerning the appraisal and probation of ETF Director;
- ETF decision ETF/12/DEC/006 on Renewal of contracts of employment at the ETF
- Framework Regulation for local agents, SEC(2002)1049;
- ETF Governing Board Decision ref. GB/15/DEC/019 on Rules on Seconded National Experts (SNEs), as regards management of performance.

#### Personal data

Personal data concerned are name, contract type, function group/grade, date of entry into grade, job position, individual objectives, self-assessments, appraisals and comments, and Learning & Development activities undertaken.

#### Recipients of the personal data

For the purpose detailed above, access to personal data is provided to the following processing entities:

- Internal recipients:

- HR Officers in charge, Team Leaders, Managers, ETF Director
- External recipients:
  - Only concerning the appraisal and probation of ETF Director: the relevant Governing Board member and European Commission representative in the role of reporting officers as foreseen by the rules.

## Transfer to third countries/international organisations

Not applicable

## Further information

### Data retention

Until end of service.

### 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.

## Further processing

The resulting performance appraisal reports (since start of service or last reclassification) are used as input for the reclassification exercise.