

I. RECORD OF PERSONAL DATA PROCESSING OPERATION (Article 31 of Regulation (EU) No. 2018/1725)

1.	Name of the processing operation	Selection of Confidential Counsellors
2.	Reference number/Issue	ETF-DPR-40/Issue 2
3.	Date	21/10/2019
4.	Business owner	Nadège Perrine Head of HR Unit Nadège.Perrine@etf.europa.eu
5.	Controller	Cesare Onestini Director of the ETF Cesare.Onestini@etf.europa.eu
6.	Joint controller(s)	Not applicable
7.	Processor(s)	<ul style="list-style-type: none"> ETF Medical Advisor Contractor in charge of compulsory training in view of possible appointment
8.	Data protection officer	Tiziana Ciccarone / Laurens Rijken DataProtectionOfficer@etf.europa.eu
9.	Purpose of the processing	Select ETF Confidential Counsellors
10.	Legal basis for the processing	<ul style="list-style-type: none"> Governing Board decision on ETF Policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment (ref. GB/19/DEC/002 of 10 May 2019) Manual for procedures within the framework of the ETF Policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment
11.	Categories of data subjects	All ETF Temporary and Contract staff and Local Agents
12.	Categories of personal data	Name, gender, nationality, date of birth, contact details. Other voluntary information and data provided by the data subject, including potentially sensitive data.
13.	Time limits for keeping of data	<ul style="list-style-type: none"> For selected Confidential Counsellors data are kept till the end of the mandate. For non selected applicants, data are kept for 1 year following the conclusion of the call for expression of interest.
14.	Categories of ETF recipients of data	HR Officer in charge, Selection assessment board (SAB) members, Head of HR and Director
15.	Categories of external recipients of data	<ul style="list-style-type: none"> ETF Medical Advisor (as SAB member) Contractor in charge of compulsory training in view of possible appointment
16.	Transfers of data to third country or international organisation	Not applicable
17.	Technical and organisational security measures	<ul style="list-style-type: none"> Electronic documents - related to the call for expression of interest - are kept in the HR Unit network partition, with restricted access to the HR Officer in charge.

RECORD OF PERSONAL DATA PROCESSING OPERATION - Selection of Confidential Counsellors

		<ul style="list-style-type: none"> Paper documents are stored inside closed cupboards in the HR offices with restricted access.
18.	Information to the data subject	Provided in privacy statement.

II. COMPLIANCE CHECK AND RISK SCREENING OF PERSONAL DATA PROCESSING OPERATION (Article 26 and 39 of Regulation (EU) No. 2018/1725)

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A. Compliance check

19.	Lawfulness (Legal basis and necessity for processing, point 10) <ul style="list-style-type: none"> <input type="checkbox"/> Necessary for performance of tasks in the public interest attributed by EU or MS legislation <input checked="" type="checkbox"/> Necessary for the management and functioning of the organisation <input type="checkbox"/> Necessary for compliance with legal obligation incumbent on controller <input type="checkbox"/> Necessary for performance of a contract to which the data subject is party <input type="checkbox"/> The data subject has given consent <input type="checkbox"/> Necessary in order to protect the vital interests of the data subject or of another natural person 	
20.	Purpose definition (Point 9) <ul style="list-style-type: none"> Do you list all purposes? Are the purposes specified, explicit, legitimate? Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)? 	<ul style="list-style-type: none"> Yes Yes Not applicable
21.	Data minimisation (Point 12) <ul style="list-style-type: none"> Do you really need all data items you plan to collect? Are there any you could do without? 	<ul style="list-style-type: none"> Yes No
22.	Accuracy (Point 12) <ul style="list-style-type: none"> How do you ensure that the information you process about people is accurate? How do you rectify inaccurate information? 	<ul style="list-style-type: none"> Information processed is provided by data subject and is therefore deemed to be accurate. Information deemed to be inaccurate are promptly rectified by the relevant HR Officer in charge.
23.	Storage limitation (Point 13) <ul style="list-style-type: none"> Explain why you chose the storage period(s) mentioned Are they limited according to the maximum or minimum "as long as necessary, as short as possible"? In case you only need some information for 	<ul style="list-style-type: none"> The selected period of 1 year, following the conclusion of the call for expression of interest, is considered appropriate for administrative reasons and particularly in view of granting the necessary timeframe for possible appeals. As short as possible.

COMPLIANCE CHECK AND RISK SCREENING - Selection of Confidential Counsellors

	longer, can you split storage periods	<ul style="list-style-type: none"> Not applicable.
24.	Transparency (Point 18) <ul style="list-style-type: none"> How do you tell people about your processing? If you do not want to inform people (or only inform them after the fact), consult your DPO 	Information is provided to data subject by means of a privacy statement, which is available in the call for expression of interest
25.	Data subjects rights (Point 18) <ul style="list-style-type: none"> Can people contact you if they want to know what you have about them, want to correct or delete the data, have it blocked or oppose to the processing? Could there be situations where you would want to refuse e.g. granting access? In case so please describe them 	<ul style="list-style-type: none"> Yes Not applicable

B. Risk screening

26.	Does the processing involve any of the following? <ul style="list-style-type: none"> Data relating to health, (suspected) criminal offences or otherwise considered sensitive <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Evaluation, automated decision- making or profiling <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Monitoring data subjects <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No New technologies that may be considered intrusive <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Exclusion databases <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Large-scale processing of special categories of personal data (disease surveillance, pharmacovigilance, central databases for law-enforcement cooperation) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Internet traffic analysis breaking encryption <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E-recruitment tools automatically pre-selecting/excluding candidates without human intervention <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<ul style="list-style-type: none"> Management of personal files <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Staff evaluation procedures (annual appraisal) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 360° evaluations for helping staff members develop training plans <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Staff selection procedures <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Establishment of rights upon entry into service <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Management of leave, flexitime and telework <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Access control systems (non biometric) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Video surveillance (limited scale) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. Conclusions

	Actor	Date	Signature
27.	Business owner Nadège Perrine Head of HR Unit Conclusion Threshold assessment required according to Risk screening		
	Data Protection Officer: Tiziana Ciccarone / Laurens Rijken Conclusion I confirm that a threshold assessment is required		

III. THRESHOLD ASSESSMENT OF PERSONAL DATA PROCESSING OPERATION (Article 26 and 39 of Regulation (EU) No. 2018/1725)

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A. Criteria for high risks identification

28.	Systematic and extensive evaluation of personal aspects or scoring, including profiling and predicting	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
29.	Automated- decision making with legal or similar significant effect: processing that aims at taking decisions on data subjects	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
30.	Systematic monitoring : processing used to observe, monitor or control data subjects, especially in publicly accessible spaces. This may cover video-surveillance but also other monitoring, e.g. of staff internet use.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
31.	Sensitive data : data revealing ethnic or racial origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic data, biometric data for identification purposes, data concerning health or sex life or sexual orientation, criminal convictions or offences and related security measures or otherwise considered sensitive. It may occur that applicants disclose potentially sensitive data in their application and/or in the course of the interview. These data are not requested by the relevant ETF services for the accomplishment of the relevant administrative procedures. These data are nevertheless processed in accordance with data protection provisions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
32.	Data processed on a large scale , whether based on number of people concerned and/or amount of data processed about each of them and/or permanence and/or geographical coverage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
33.	Datasets matched or combined from different data processing operations performed for different purposes and/or by different data controllers in a way that would exceed the reasonable expectations of the data subject.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
34.	Data concerning vulnerable data subjects : situations where an imbalance in the relationship between the position of the data subject and the controller can be identified.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
35.	Innovative use or applying technological or organisational solutions that can involve novel forms of data collection and usage. Indeed, the personal and social	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	consequences of the deployment of a new technology may be unknown	
	
36.	Preventing data subjects from exercising a right or using a service or a contract.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	

B. Conclusion

	Actor	Date	Signature
37.	Business owner Nadège Perrine Head of HR Unit Conclusion No further action required See comment under nr. 31. Although the selection process may involve the management of sensitive data, the risk is low because the management of these data is restricted to the relevant HR Officer and SAB members who are bound by confidentiality rules. Furthermore, these data are safely stored.		
	Data Protection Officer: Tiziana Ciccarone / Laurens Rijken Conclusion I confirm that no further action is required		
	Data Controller Cesare Onestini, Director of the ETF		