



## EUROPEAN COMMISSION

European Climate, Infrastructure and Environment Executive Agency (CINEA)

**RECORD OF PERSONAL DATA PROCESSING ACTIVITY**

*In accordance with Article 31 of the [Data Protection Regulation for EUIs](#)<sup>1</sup> (hereinafter referred to as the Regulation), individuals whose personal data are processed by the European Climate, Infrastructure and Environment Executive Agency (hereinafter referred to as CINEA or Agency) in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing activities.*

Record No: 2020-018/R4-HR-20

Created on (date): 11/05/20

Last update (date): 26/08/21

**NAME OF THE PROCESSING ACTIVITY**

Processing of personal data during 360° feedback exercise on leadership competencies for CINEA Managers

**GROUND FOR THE RECORD:**

- Regularisation of a data processing activity already carried out  
*This record replaces notification n°35 issued under the previous Data Protection Regulation*
- Record of a new data processing activity prior to its implementation
- Change of a data processing activity (e.g.: update of a record).

<sup>1</sup> Regulation (EU) 2018/1725 of 23 October 2018

## 1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION

### 1.1. Name and contact details of controller

- a. CINEA.A4 – Human Resources, IT and Logistics  
Chaussée de Wavre 910  
W910 03/004  
BE – 1049 Brussels
- b. Head of Unit CINEA.A4
- c. Email: [CINEA-HR-Career-Development@ec.europa.eu](mailto:CINEA-HR-Career-Development@ec.europa.eu)

### 1.2. Name and contact details of the Data Protection Officer (DPO)

CINEA DPO  
[CINEA-DPO@ec.europa.eu](mailto:CINEA-DPO@ec.europa.eu)

### 1.3. Name and contact details of joint controller (where applicable)

Not applicable

### 1.4. Name and contact details of processor (where applicable)

*The following processors are involved:*

- *The Greenhouse Group, Rue de la Montagne 54/56 (b3), 1000 Brussels (Belgium),*
- *Integrated Consulting Group, Integrated Consulting Group, Sas utca 10-12, H-1051 Budapest, HUNGARY, subcontractor providing the 360° feedback tool.*

*The framework contract governing the relationship between the controller and the processor EPSO/EUSA/PO/2018/028 (Lot 1 – Training in managerial skills).*

### 1.5. Purpose of the processing

The purpose of the processing is to gather anonymous and voluntary feedback on the management and leadership style of CINEA managers in the context of the "360° feedback to managers" exercise.

This exercise will allow managers (from Director to Heads of Unit in place for more than 6 months) to identify their strengths and areas for development by receiving feedback regarding their behaviour at work from CINEA collaborators, peers and managers (raters), and, with the help of a coach, to devise an action plan to improve these skills, if needed. This exercise helps also staff members to develop adequate training plans.

### 1.6. Legal basis for the processing

Lawfulness: Article 5.1 (a) & (c) of the Regulation:

-processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

- processing is necessary for the performance of a contract to which the data subject is party;

The legal basis references which apply are contained in:

*Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of*

Community programmes<sup>3</sup>;

Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, and repealing Implementing Decisions 2013/801/EU<sup>4</sup>;

Commission Decision C(2021)947 of 12 February 2021 delegating powers to the European Climate, Infrastructure and Environment Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of transport and energy infrastructure; climate, energy and mobility research and innovation; environment, nature and biodiversity; transition to low-carbon technologies; and maritime and fisheries;

Staff Regulations of officials and the Conditions of Employment of other servants of the European Union, in particular article 24 a and Conditions of Employment of Other Servants of the European Union (CEOS) in particular articles 11 and 81;

Decision of the CINEA Steering Committee SC(2017) 012 of 22/02/2017 on the adoption by analogy of Commission Decision Commission Decision C(2016)3829 on the implementation of the learning and development strategy, Commission Decision C(2016)3855 on training on the own initiative of the member of staff, Commission Decision C(2016)3827 repealing existing rules on learning and development.

#### **1.7. Categories of data subjects**

Data subjects are CINEA managers and raters:

Managers are Director, Heads of department and Heads of unit in CINEA in place for more than 6 months, who will take part in the 360° exercise.

Raters are all CINEA staff members who agree on a voluntary basis to give feedback during this exercise (i.e. staff, peers & superiors).

#### **1.8. Categories of personal data**

Data allowing the identification of the managers and raters concerned by the exercise, namely: first name, surname, electronic address, position,

Feedback data: evaluation of conduct, efficiency and abilities of managers participating in the exercise.

People providing feedback will not be identified in the feedback report received by the managers or by the coach during the feedback session with the participant.

However, it cannot be entirely excluded that the consolidated anonymised group feedback report could potentially contain identifiable information related to the managers that have been reviewed. This is why raters are informed before filling in the questionnaire that they should phrase their comments in a way that ensures anonymity.

#### **1.9. Retention time (time limit for keeping the personal data)**

CINEA applies the principles and retention periods indicated in Common Retention List of the Commission<sup>5</sup> by analogy.

Personal information must not be kept for a longer period than necessary having regard to the purpose of the processing.

Personal data is kept by the processor (Integrated Consulting Group) for no longer than

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<sup>3</sup> OJ L11, 16.1.2003, p. 1

<sup>4</sup> OJ L 50, 15.2.2021, p. 9–28

<sup>5</sup> SEC (2019) 900/2 - ARES(2019)4374520 – 09/07/2019

is necessary for the purposes of the exercise, i.e. as long as participant managers pursue follow-up actions in relation to the 360° feedback programme. The owner of the individual report is the concerned participant (manager).

The group reports, containing aggregated information without in principle any possibility to track or identify individual answers, will be kept by the HR unit for no longer than is necessary for the purposes of the development and learning Programme of CINEA, i.e. as long as participants pursue follow-up actions in relation to the 360° feedback programme if applicable or until the next time the senior official participates in the 360° Feedback programme with a maximum of three years.

#### **1.10. Recipients of the data**

a) *Processors :*

*The Greenhouse Group, Rue de la Montagne 54/56 (b3), 1000 Brussels (Belgium)*

*Integrated Consulting Group, Integrated Consulting Group, Sas utca 10-12, H-1051 Budapest, HUNGARY, subcontractor providing the 360° feedback tool.*

*The framework contract governing the relationship between the controller and the processor EPSO/EUSA/PO/2018/028 (Lot 1 – Training in managerial skills)*

*b) The individual report, automatically generated by the processor (combining both self-perception questionnaire and raters' feedback) is provided to the external coach (working for the processors) and the participating manager only. The owner of the individual report is the participating manager.*

*c) CINEA HR Sector (Career Development Officer, HR Team Leader, Head of Sector HR, Head of Unit HR) only receives a copy of the anonymised data via the group report. It cannot be entirely excluded that the consolidated anonymous group feedback report communicated to HR could potentially contain identifiable information related to the managers evaluated. This is why raters are informed before filling in the questionnaire that they should phrase their comments in a way that ensures anonymity.*

*In case of audits or proceedings, etc., CINEA's Internal Controller, Legal Sector, DPO, etc*

In addition, data may be disclosed public authorities, which are not regarded as recipient but may receive personal data in the frame of a particular inquiry in accordance with Union and Member State law, namely:

- The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure;
- The competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations;
- IDOC in line with Commission Decision of 12 June 2019 laying down general implementing provisions on the conduct of administrative inquiries and disciplinary proceedings - C(2019)4231 and Commission Decision (EU) 2019/165 of 1 February 2019 Internal rules concerning the provision of information to data subjects and the restriction of certain of their data protections rights in the context of administrative inquiries, pre-disciplinary, disciplinary and suspension proceedings;
- OLAF in case of an investigation conducted in application of Regulation (EC) No 1073/1999;

- The Internal Audit Service of the Commission within the scope of the tasks entrusted by article 118 of the Financial Regulation and by article 49 of the Regulation (EC) No 1653/2004;
- The Court of Auditors within the tasks entrusted to it by Article 287 of the Treaty on the Functioning of the European Union of the EC Treaty and Article 20, paragraph 5 of Regulation (EC) No 58/2003;
- The European Ombudsman within the scope of the tasks entrusted to it by Article 228 of the Treaty on the Functioning of the European Union;
- The European Data Protection supervisor in accordance with Article 58 of the Regulation (EC) 2018/1725;
- The European Public Prosecutor's Office within the scope of Article 4 of Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office;

The transmission will be restricted to the information necessary for the competent entity to carry out its task.

#### **1.11. Transfers of personal data to third countries or international organisations**

*Not applicable*

#### **1.12. Description of security measures**

*The framework contract governing the relationship between the controller and the processor provides for a specific provision on the processing of personal data (see Article II.9.2).*

*The data for the self-perception questionnaire and the 360° feedback are entered into a restricted-use website to which the participating managers and the raters have a unique, individual and separated access. The information is processed automatically to process the reports.*

*The group reports, containing aggregated information without in principle any possibility to track or identify individual answers, will be kept by the HR unit in restricted electronic folders. The access to the data is protected by the management of the access rights which are strictly limited to specific user groups. The entitlement is distributed according to the principle of 'the need to know' taking into consideration the function, the job and responsibilities of the applicant for an access right. Consequently, the access rights are continuously updated in accordance with the changes in the assignments of the jobholders.*

*The responsible human resource staff in CINEA have access to the specific data they need to fulfil their tasks. All further access to other persons must be communicated to the jobholder.*

*CINEA is also bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.*

#### **1.13. Data Protection Notice**

*A Data Protection Notice (DPN) relevant to this data processing activity is available on the CINEA Intranet <https://cineanet.cinea.cec.eu.int/services/human-resources/legal-issues/data-protection>*