



PRIVACY STATEMENT ON PROCESSING OF PERSONAL DATA IN: Annual Appraisal Exercise, Promotions and Awards procedure

1. Context

The European Union Satellite Centre (SatCen) processes the personal data of a natural person in compliance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This privacy statement explains SatCen's policies and practices regarding its collection and use of your personal data in the context of annual appraisal exercises, promotions and award procedures, and sets forth your data protection rights.

2. Identity of the controller and Data Protection Officer

- **Controller:** Head of Administration, European Union Satellite Centre (SatCen), Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, administration@satcen.europa.eu;
- **Data Protection Officer:** SatCen Data Protection Officer, Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, dpo@satcen.europa.eu

3. Why does Administration division process such personal data?

The purpose of the processing activity is the management of the annual appraisal exercise of the Staff Members (Staff evaluation) and the subsequent provision of promotions and awards.

4. What personal data does Administration division process?

The categories of data collected and used for this processing operation are the following:

Annual appraisal exercise:

- administrative data (name, grade, post, division, reporting period and job title),
- evaluation data, on the jobholders' performance: efficiency, main objectives, self-assessment of accomplishment, direct supervisor assessment, team spirit / teamwork excellence, commitment, proactivity (appraisal report).

Promotion and Awards:

- identification data (name, grade, post, division)
- the latest and previous appraisal reports, with the personal data mentioned above;

- other professional data relevant for the promotion assessment, such as level of responsibility exercised, contract dates information, history of grades/steps, etc.

5. What are the legal bases for the processing?

Lawfulness of the processing operation:

- Article 5(1)(a) of Regulation (EU) 2018/1725 the processing is necessary for the performance of a task carried out in the public interest.
- In case SNEs request the SatCen to do an appraisal exercise following the rules of their Member State(s), the lawfulness of the processing operation is their consent (Article 5(1)(d) of Regulation (EU) 2018/1725).

Legal basis:

- Art.24-26 (Reports and Promotions) and Art. 28 (Appeals and Appeals Board) of the SatCen Staff Regulation (Council Decision (CFSP) 2017/824 of 15 May 2017 concerning the Staff Regulations of the European Union Satellite Centre;
- Implementing rules on Article 26 of the Staff Regulations concerning Rules of Procedure for Promotions and Financial Bonuses.
- Administrative Note: Grading on Appointed and Reassignment, issued on 19/10/2020 by the Director.

6. Who has access to your personal data and to whom is it disclosed?

- HR team members and their hierarchy;
- Staff Member's supervisor (reporting officer);
- Head of Division;
- Deputy Director and Director;
- Promotions Board (Heads of Divisions of the Agency, Deputy Director and Director);
- In case of Promotion or other financial award, the Head of Finance;
- In case of appeal, the Appeals Board;

The **award of a promotion or bonus** (including name, grade, step of the Staff Member, and excluding financial details), **will be notified to all staff** and published internally, as defined in the Implementing rules.

7. What are your rights concerning your personal data?

Data subjects have the right of access, rectification, erasure and reception of their personal data or restriction of processing at any time, provided that there are grounds for the exercise of this right, as per Articles 17 to 24 of Regulation (EU) 2018/1725.



Any correction of your personal data will be taken into consideration from the data protection point of view.

The SatCen will answer the request without undue delay, and in any event within 1 month of receipt of the request. However, according to Article 14(3) of Regulation (EU) 2018/1725, this period may be extended by up to 2 months where necessary, taking into account the complexity and number of requests. The SatCen will inform the data subject of any such extension within 1 month of receipt of the request, together with the reasons for the delay.

8. Whom should you contact if you have questions/queries concerning the processing of your personal data?

Any query concerning the processing of personal data in the context of the annual appraisal exercise, promotion and award procedures should be directed to the following email address: administration@satcen.europa.eu

You may also contact the Data Protection Officer of the SatCen (dpo@satcen.europa.eu).

Recourse

You have the right to lodge a complaint to the European Data Protection Supervisor if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data at: edps@edps.europa.eu