

RECORD NO: 19

ANNUAL APPRAISAL AND RECLASSIFICATION OF STAFF

Record 19 of processing operation “Annual appraisal and reclassification of staff”

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| Date of last update | 08/04/2025 |
| Name and contact details of controller | ENISA, Corporate Support Services Unit (HR), hr-general [at] enisa.europa.eu, AppraisalsHelpdesk [at] enisa.europa.eu |
| Name and contact details of DPO | dataprotection [at] enisa.europa.eu |
| Name and contact details of Joint Controller | N/A |
| Name and contact details of processor | European Commission (Secretariat General and Directorate - General for Informatics - DG DIGIT.) Hermes-Ares-NomCom (HAN), under an SLA with ENISA, which is used for electronic management and archiving of documents. For further information please refer to Record No 69 - Management and preservation of the ENISA's documents in Hermes-Ares-NomCom (HAN) |
| Purpose of the processing | <p>The purpose of processing concerns:</p> <ul style="list-style-type: none"> the appraisal of the annual performance of ENISA staff (TAs and CAs), as well as the laying out of their career development plan; b) the reclassification of staff on the basis of annual appraisal reports. |
| Description of data subjects | Temporary and Contract Agents of ENISA |
| Description of data categories | <p>The personal data processed in the context of the annual appraisal exercise include: name, grade, the experience in the position, the performance (appraisal report: CDR), training needs. The appraisal report includes self-assessment by the staff member and a assessment by the reporting officer. In the case of a proposed "satisfactory" outcome by the reporting officer including the indication by the reporting officer that the performance is "exceeding the expectations", or "significantly exceeding the expectations", 3 co-sponsors-assessors selected by the reporting officer will contribute to the assessment for this specific indication. Their comments, as well as relevant comments by the staff member will be processed. In cases of an appeal by the staff member, the opinion of the appeal assessor (higher hierarchical level) is also recorded.</p> <p>Where the appraisal is finalised and the scoring is indicated as "unsatisfactory" a support plan with the reporting officer and staff member shall be established in accordance with the procedure for professional incompetence and regularly assessed by the reporting officer and staff members. Relevant comments will be processed. The staff member will be notified of the procedure and its consequences.</p> <p>The personal data processed in the context of the reclassification exercise include: name, grade, seniority in the grade, knowledge of third language; past appraisal reports (from last reclassification). At the beginning of the procedure a list with staff (TAs, CAs) eligible for reclassification is provided by HR to the ENISA's reclassification committee, which is officially appointed by the ENISA Executive Director to conduct the evaluation. The personal data of these eligible staff is then</p> |



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| | <p>processed in the context of the reclassification exercise. At the end of the exercise, a list of reclassified staff is produced; minutes of the meetings of the evaluation committee are also kept by ENISA HR.</p> <p>Further to the Staff Regulations of 2014 and the abolishment of the points system, there is no award of reclassification points anymore. During the reclassification committee meeting, its members have a number of votes allocated to them, which they attribute during their voting. A record of this is kept in the minutes, but it does not describe which member voted for whom, but merely whether or not a staff member received votes and if yes, whether it was a minority, majority or unanimous vote on behalf of the Committee. The meeting minutes are endorsed by all members and are archived by HR for auditing purposes. This information is not disclosed to staff members, but may be made available to the Staff Committee for transparency purposes.</p> |
| Time limits (for the erasure of data) | <p>The storage of appraisal reports is being kept for up to five years after the end of the particular exercise. The storage of reclassification decisions is being kept until the termination of employment.</p> <p>Personal data is being processed only if the processing is necessary for the task related to annual appraisal and reclassification, and further not in an excessive way in relation to the purpose for which they are collected.</p> <p>All evaluation related documents like CDR and promotion decisions are kept in staff members' personal paper and electronic files in line with Article 26 SR.</p> |
| Data recipients | <p>For the appraisal exercise: personal access is granted to each staff member, who can generate their appraisal report by clicking on a button in the designated environment. Restricted access is ensured at every step, only to the actors involved: the job holder/the reporting officer/where applicable the 3 selected co-sponsors-assessors/the appeal assessor (if necessary). No other participants have access to the appraisal report. The HR officer in charge of appraisals and reclassification has full view and access and can rectify errors upon substantiated request from the job holder or the reporting officer.</p> <p>For the reclassification exercise, the members of the reclassification Committee have access to the staff name, surname, grade, seniority and knowledge of a third language, as per art. 45 of the SR. The Committee may also be granted temporary limited access to the past appraisal reports of staff members, eligible for reclassification. This access is disabled at the end of the evaluation. The HR officer in charge of appraisals and reclassification has full view and access to all data. The voting of the reclassification committee may be disclosed to the ENISA staff committee for transparency.</p> |
| Transfers to third countries | No transfers outside EU/EEA are foreseen. |
| Security measures - General description | General security policy and technical/organisational measures applicable to ENISA's IT systems. |
| Privacy statement | Available to all ENISA staff members during the announcement of the Annual appraisal and reclassification exercises. |

