

Data protection notice on staff evaluation procedures (probationary periods, appraisal, promotion and reclassification)

Last updated: 26/01/2026

The European Institute for Gender Equality (EIGE) is committed to protect your personal data and to respect your privacy. EIGE collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 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 (repealing Regulation (EC) No 45/2001).

You will find information in this document pertaining to the processing of your personal data by EIGE. If, upon reading it, you still have questions, please contact us at:

EIGE's Data Protection Officer, dpo@eige.europa.eu

EIGE'S HR, EIGE.HR@eige.europa.eu

Purpose of processing

In order to comply with obligations imposed upon it by employment law, EIGE collects and further processes personal data to evaluate its staff, namely to:

- decide whether or not to retain a temporary or contract agent, or to confirm (or otherwise) the probationary period;
- conduct staff appraisal and assess the performance of temporary or contract agents, including the possible use of performance indicators for the purpose of such evaluation;
- evaluate the comparison of individual merits among temporary or contract agents in order to decide whether the agent is eligible for assignment to a higher grade.

Your personal data will not be used for any automated decision-making including profiling.

Legal basis of processing

The processing of personal data is necessary to comply with legal obligations EIGE is subject to¹, namely arising from:

- Articles 34, 43 and 45 of the [Staff Regulations](#); and
- Articles 14, 54, 84, 87 and 92 of the [Conditions of Employment of Other Servants](#);

¹ Processing is, therefore, justified under Article 5(1)(b) of Regulation (EU) 2018/1725.



- EIGE Decision laying down general implementation provisions regarding Article 54 of CEOS, Ref. MB/2016/002² (Reclassification of Temporary Agents, Article 2f);
- EIGE Decision laying down general implementation provisions regarding Article 87(3) of CEOS, Ref. MB/2016/001³ (Reclassification of Contract Agents), and
- Office notices in relation to reclassification.

Types of personal data collected

The following categories of personal data are processed:

- Name (title, first name, surname);
- Function group/grade;
- Contact details (postal address, telephone number, mobile telephone number, e-mail address);
- For the purpose of the probationary period assessment: information on the jobholder's performance and conduct (job description, self-assessment, assessment by line-manager, together with any comments from managers' superior, and jobholder's response to this assessment). In addition, absences had by the jobholder (maternity/parental leave or leave resulting from sickness or an accident) so that the probationary period can be extended as necessary;
- For the purpose of the annual appraisal: information on the jobholder's performance and conduct, including the possible use of performance indicators for the purpose of such evaluation, job description, self-assessment, assessment by line-manager, together with any comments from managers' superior, and jobholder's response to this assessment; and
- For the purpose of the reclassification and promotion exercises: records relating to the jobholder's function history, such as language level certificates, training records, appraisals, other performance measures, attendance and, where appropriate, disciplinary and grievance records.

Individuals who have access to the data

Access to your personal data will be given on a need-to-know basis to the following categories of recipients:

- EIGE staff members employed in the Administration Unit dealing with HR matters;
- Members of the Reports Committee;
- Heads of Unit;
- Director;
- PMO (for salary modifications);
- Staff members of OLAF, IAS and the Court of Auditors in case of official investigations or for audit purposes; and
- Where the facts lead to the lodging of a court case, access to personal data will be given to EIGE's external lawyers, national courts and/or the Court of Justice of the European Union.

² Decision dated 27 April 2016.

³ Ibid.

No other third parties will have access to your personal data, except if required by law. No transfers of personal data to third countries or international organisations (outside the EU/EEA) take place.

Retention policy

The following retention periods apply:

- Documents related to the evaluation are kept in the personal files for 10 years after termination of employment, in line with Article 26 of the Staff Regulations: career development reports, probation reports, regrading decisions, certification files of successful applicants (application, training attendance and exam results), and attestation decisions;
- Evaluation reports are kept for 5 years after the end of a particular evaluation procedure in the following situations: negative/disputed report or until the appointing authority or the authority authorised to conclude contracts of employment makes its decision (establishment, retention), in the case of a positive / undisputed report;
- The files of unsuccessful applicants for certification and attestation are kept until all appeal channels have been exhausted, including the time limits for appeals before the Court of Justice of the European Union; and
- Promotion, certification, attestation decisions are kept during the career of the member of the staff.

Security of your personal data

EIGE has several security controls in place to protect your personal data. By way of example, EIGE keeps the data stored in computer systems with limited access to a specified audience only. Any subsequent amendments or corrections of these documents are inserted in this file and to the electronic version.

Your rights as data subject

Within the limits set by Regulation (EU) 2018/1725, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.

In order to exercise your rights, please contact the Human Resources Officer (EIGE.HR@eige.europa.eu) whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, EIGE may refuse to act on it.

Other rights

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint](#) with the European Data Protection Supervisor.