

ERCEA REGISTER OF PROCESSING OPERATIONS

LAST UPDATE:20 July 2017

Please note the following:

- the register numbering is progressive according to the reception of the first draft by the ERCEA DPO
- the processing operations simply notified to the ERCEA DPO as per article 25 Reg. 45/2001 use the reference label "DPO [consecutive number]-[year of registration]"
- the processing operations prior checked with the EDPS as per article 27 Reg. 45/2001 have an additional EDPS case number

Register No.	Former Reference	Name of the Processing Operation	Short Description	Controller	Reception Date	Update	Prior Check, Article 27 (Yes/No)	EDPS case n°
DPO 1-2009	ERCEA_PCN_1_Health Data	Processing of Health Data	Processing of health data in conformity with the recruitment, occupational health and personnel management requirements of the Staff Regulations of Officials and CEOS.	Head of Unit D2	13/11/2009 Note 13/11/2009 I(2009)50734		Yes email to EDPS 16/11/2009 D(2009)601589	2009-763 (joint number 2010-0071)
DPO 2-2010	ERCEA_PCN_2_Recruitment	Recruitment of Contract Agents (CA), Temporary Agents-External (TA-E) and Temporary Agents-Seconded (TA-S)	Selection phase: evaluate the eligibility, expertise and profile of applicants to retain the most suitable people for the open positions; Recruitment phase: determine the rights of new staff members, prepare employment contracts and build the personal file.	Head of Unit D2	23/03/2010 Note 15/03/2010 D(2010)601743		Yes email to EDPS 24/03/2010 D(2010)602058	2010-244
DPO 3-2011	ERCEA_PCN_3_AntiHarassment Policy	Policy Anti-Harassment (including Network and Selection of Counsellors)	Processing of personal data in the frame of the implementation of the anti-harassment policy	Head of Unit D2	3/02/2011 Note Ares(2011)118939		Yes email to EDPS 03/02/2011 Ares(2011)119114	2011-0116 (joint number 2011-0151)
DPO 4-2011	ERCEA_PCN_4_Exclusion of Experts	IDEAS - Exclusion of independent experts by applicants	Management of applicants' requests that a specific person would not act as peer reviewer in the evaluation of their proposal to guarantee a fair, equal and objective assessment of project proposals.	ERCEA Director Co-Controller Head of Department B	06/07/2011 Note Ares(2011)736412		Yes, email to EDPS 06/07/2011 Ares(2011)736449	2011-661
DPO 5-2011	ERCEA_PCN_5_IDEAS_Grants	(Specific Programme) IDEAS - Proposals Evaluation and Grants Management	Evaluation of proposals for ERC grants and grant management.	ERCEA Director + Co-Controllers Heads of Departments B and C	29/07/2011 Note Ares(2011)830029	28/03/2014, Ares(2014)969327	Yes, email to EDPS 29/07/2011 Ares(2011)830386	2011-0845

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DPO 6-2011	ERCEA_PCN_6_ID EAS_Experts	(Specific Programme) IDEAS - Experts Selection and Management	Selection and management of external experts evaluating ERC proposals.	ERCEA Director + Co-Controller Head of Department B	29/07/2011 Note Ares(2011)830282		Yes, email to EDPS 29/07/2011 Ares(2011)8309 74 *** Updated, email to EDPS 03/06/2013 Ares(2013)1574 971	2011-738, new 2013- 0575
DPO 7-2011	(ERCEA_DPO_1_U se of HAN)	Use of Hermes-Ares-Noncom (HAN) by ERCEA	Use of HAN (Hermes-ARES-Nomcom) by the Agency.	ERCEA Director	29/09/2011 Document Ares(2011)103397 4		No	n/a
DPO 8-2011	ERCEA_PCN_7_ID EAS_Staff Evaluation	ERCEA Staff Evaluation	Appraisal of the efficiency, competencies, conduct and use of languages of ERCEA staff based the probationary and annual reports.	ERCEA Director + Co-Controller Head of Unit D2	21/09/2011 Note Ares(2011)112440 3		Yes, email to EDPS 21/09/2011 Ares(2011)1125 101	2011-955
DPO 9-2011	ERCEA_PCN_8_ID EAS_Reclassificati on	ERCEA Reclassification (Promotion)	Rating the jobholder and giving him/her the opportunity to advance to the next higher grade in the function group to which he/she belongs.	ERCEA Director + Co-Controller Head of Unit D2	21/09/2011 Note Ares(2011)112453 5		Yes, email to EDPS 21/09/2011 Ares(2011)1125 379	2011-956
DPO 10-2011	ERCEA_PCN_9_ID EAS_Third Language	ERCEA Assessment of the Ability to Work in a Third Language	Assessment of a staff member's ability to work in a third language.	ERCEA Director + Co-Controller Head of Unit D2	21/09/2011 Note Ares(2011)112455 0		Yes, email to EDPS 21/09/2011 Ares(2011)1126 348	2011-963
DPO 11-2012		(FP7-) Audit and ex-post controls [formerly: Audit Management and Implementation]	Processing of personal data in the course of an external audit carried out for Commission Decisions managed by the Agency.	Head of Unit C3	11/05/2012, Ares(2012)576548	Ares(2014)3557314	No	n/a
DPO 12-2012		Public Procurement in the ERCEA	Processing of personal data related to procurement procedures conducted by the Agency, contract management, including processing of data of contractors.	ERCEA Director	08/10/2012, Ares(2012)118783 0	08/07/2016, Ares(2016)3267245	Yes, emails to EDPS 23/10/2012, Ares(2012)1251 807, 1460145 and 1460151	2012-0921 (joint number 2012-0865) email 30/11/2012
DPO 13-2012		Parking Policy (Cancelled)	Cancelled - Commission Parking Policy applicable	Head of Unit D2	10/07/2012, Ares(2012)854130	Cancelled on 03/02/2015 Ares(2015)428373	No, confirmed by EDPS 19/12/2012, Ares(2013)1647 8	2012-0680, email 13/08/2012

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DPO 14-2012		Management of Informatics Contacts for Experts (MICE)	Management of Informatics Contracts for Experts in DG Enterprise & Industry and the ERCEA.	Head of Unit D1	28/09/2012, Ares(2012)113887 6		No	n/a
DPO 15-2012		Business Continuity	Collect personal contact details of staff, set up and manage a cascade list for the purpose of business continuity management.	ERCEA Director	26/07/2012, Ares(2012)912804	30/06/2017 Ares (2017)3297410	No	n/a
DPO 16-2012		ERCEA Use of the Early Warning System (EWS)	EWS warnings and the CED serve to inform the ERCEA that third parties with whom the ERCEA is to have financial relations are suspected/confirmed of having committed fraud or serious administrative errors to allow the Agency to take the appropriate measures.	ERCEA Director	17/09/2012, Ares(2012)107378 7		Yes, email to EDPS 24/09/2012, Ares(2012)1105 201	2012-0823, registered 24/09/2012
DPO 17-2012		Internal Audit process [Canceled]	Identification, analysis, evaluation and recording of the information required to perform audit tests and procedures. These serve as the basis for the observations and recommendations communicated to achieve the overall objectives of the Internal Audit process.	Team Leader IAO	02/07/2012, Ares(2012)807322	11/11/2013, Ares(2013)3457011; Note from the IAS to the Commission services Ares(2014)3959818 of 27 November 2014.	No	n/a
DPO 18-2012		Internal Audit - Time Recording [Canceled]	Collection, consultation, retrieval and reporting of data on the time spent by the individual staff member on each of the tasks in internal audit.	Team Leader IAO	19/07/2012, Ares(2012)883544	Note from the IAS to the Commission services Ares(2014)3959818 of 27 November 2014.	No	n/a
DPO 19-2012		Windflower - Contribution to public transportation expenses	Contribution paid to Agency staff for their transport expenses to come to work by public transport.	Head of Department D	12/09/2012, Ares(2012)105865 0	31/01/2014, Ares(2014)226730.	No, confirmed by EDPS 19/12/2012, Ares(2013)1647 8	2012-0680, email 13/08/2012
DPO 20-2012		Management of media contacts and stakeholders lists	Collection, storage and use of personal data of staff members of the European Commission and Agencies as well as external stakeholders: journalists, NCPs, association members, national and European policy-makers as well as ERC grantees to inform the media, stakeholders and the public at large of the ERC's activities and achievements.	Head of Unit A2	28/09/2012, Ares(2012)113820 3	16/1/2014, Ares(2014)84822	No	n/a
DPO 21-2012	ERCEA_DPO_6_Work Force Statistics	Workforce Data	Collection of personal data on people employed in projects funded by the ERC, under the FP7 programme Ideas (names, socio-demographic characteristics, Collection of personal data on people employed in projects funded by the ERC, under the FP7 programme Ideas (names, socio-demographic characteristics, educational and academic profile and background.	Head of Unit A1	02/07/2012, Ares(2012)808864	20/07/2017 Ares(2017)3664785	No	n/a
DPO 22.1-2012		Access to Documents	Processing of personal data concerning access to documents.	Head of Unit D3	19/06/2012 Ares(2012)755761	27/05/2014, Ares(2014)1730385	No	n/a

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DPO 23-2012		Surveys	Framework covering all the surveys of ERCEA. The procedure deviating from it will need its own notification.	Head of Unit D1	25/06/2012 Ares(2012)764212	20/09/2013 Ares(2013)3088441	No	n/a
DPO 24-2012		Data Protection Officer Activities	(a) DPO collects, stores and processes personal data necessary to notifications, the DPO inventory and registry. (b) Personal data in relation to the complaints and inquiries via general email and the functional mailbox. (c) investigations carried out by the DPO, including the processing of personal data in relation to them (processing not yet started).	DPO/Head of Unit D3	14/06/2012, Ares(2012)713918	24/3/2014, Ares(2014)895258	No	n/a
DPO 25-2012		Administrative and Disciplinary Proceedings	Personal data processing in inquiries following a request under Articles 24, 73 and 90 of the Staff Regulations	Director/ Head of Unit D2	No art. 25 notification. Prior check notification to EDPS on 8/8/2014 Ares(2014)4275854		Yes EDPS closed the case on 19/12/2014 Ares(2015)114322	2014-0805, email 26/8/2014
DPO 26-2012		ERCEA Intranet	Processing of personal data through the intranet of the Agency.	Head of Unit A2	02/08/2012, Ares(2012)936202	11/11/2013, Ares(2013)3453697	No	n/a
DPO 27-2012		ERCEA Directory (Who's Who) and birthday calendar on intranet	Processing of personal data related to the Agency's Who is Who and birthday calendar on the intranet, including a description of the job and photos of staff members.	Head of Unit D2	25/07/2012, Ares(2012)917756		No	n/a
DPO 28-2012		E-mail service of the ERCEA	Processing of email traffic from and to the mailboxes of ERCEA staff and the email infrastructure.	Head of Unit D1	10/07/2012, Ares(2012)829318	16/10/2012, Ares(2012)1422114	No	n/a
DPO 29-2012		Telephone and Fax infrastructure, network and system	Provision and management of the infrastructure, network and system for telephone, fax and PABX, including voicemail, conference calls, corporate mobile phones and smartphones	Head of Unit D1	18/07/2012, Ares(2012)877105		No, see Note to the File on the need to prior check 10/07/2012, Ares(2012)1465975	n/a
DPO 30-2012		Management of training requests and training activities for ERCEA's staff	Processing of personal data related to requests for internal and external trainings provided for ERCEA staff.	Head of Unit D2	05/10/2012, Ares(2012)1174049	02/10/2014 Ares(2014)3256757	No, confirmed by EDPS 19/12/2012, Ares(2013)16515	2012-0915, email 24/10/2012

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DPO 31-2012		Legal advice on ERCEA matters, including Ombudsman complaints and court cases	Legal advice provided by the Legal Team for calls for proposals, project management, implementation of grant decisions, HR or other internal matters, contracts, procurement procedures, treatment of Ombudsman cases, Court cases, OLAF cases, etc.	Head of Unit D3	28/09/2012, Ares(2012)113752 6	30/09/2014 Ares(2014)3212000	No, see Note for the File on the need to prior check 30/08/2012, Ares(2012)1067 815	n/a
DPO 32-2012		Photos and videos of ERCEA staff members and participants in events on the "staff events" section of the ERCEA collaborative platform	Photos taken during ERCEA (internal) events, including photos of staff members are posted on the ERCEA collaborative platform: access is limited to agency staff and excludes EC staff members (who have access to the ERCEA intranet). The Collaborative platform and photos can be access via an hyperlink from the Intranet or sent by email by A2 Internal Communication Officer.	Head of Unit A2	10/07/2012, Ares(2012)847181		No	n/a
DPO 33-2012		Transfer of data to the Scientific Council	Provision of the Scientific Council (ScC) with documents and data necessary for the performance of its tasks.	Head of Unit A1	25/09/2012, Ares(2012)110983 2		Yes, emails to EDPS 27/09/2012, Ares(2012)1136 963 and Ares(2012)1136 969	2012-0831, email 28/09/2012
DPO 34-2012		Organisation of meetings, conferences, outreach activities and public events	To organise and manage meetings, conferences, outreach activities and public events, within the Agency's premises or outside, with or without outside participants, including the use of social media.	Head of Unit A2	05/10/2012, Ares(2012)117704 7		No	n/a
DPO 35-2012		File Management and Back-up Management of ERCEA the File Servers	Processing of personal data related to access to all files of the Agency, including files on the personal drive, file server management and backup of the local infrastructure.	Head of Unit D1	02/08/2012, Ares(2012)937749		No	n/a
DPO 36-2012		Identity Management Service	Processing of personal data related to the management of passwords and access to the files (former: Active Directory).	Head of Unit D1	04/10/2012, Ares(2012)116716 8		No	n/a
DPO 37-2012		Use of photos and audio-visual material in relation to the implementation of the IDEAS programme	Collection and storage of photos (off-site visits, missions, sent by ERC grantees) in relation to IDEAS to insert them in ERC's publications (printed and online) and presentations.	Head of Unit A2	07/09/2012, Ares(2012)104090 3		No	n/a
DPO 38-2012		Department B - List on Staff Expertise	Lists Scientific and Project Officers and their respective qualifications. Management tool for assignment of panels' coordination, events and follow-up of projects.	Head of Department B	26/09/2012, Ares(2012)115329 6		Yes, email to EDPS 08/02/2013, Ares(2013)1672 33	2013-0166, email 15/02/2013
DPO 39-2012		Document management policy	Document Management Policy (including ARES, Retention List, Filing Plan, Archives)	Head of Unit D2	06/09/2012, Ares(2012)102906 1		n/a	n/a
DPO 40-2012		Administrative and HR Certificates	Processing of personal data related to administrative certificates issued to staff members (Ec officials, CAs, TAs)	Head of Unit D2	28/09/2012, Ares(2012)114158 8		No	n/a

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DPO 41-2012		Management of Operating Budget	All financial transactions (commitments, payments, recovery orders) on the administrative (operating) budget of the ERCEA (including ABAC and SPEEDWELL).	Director	09/10/2012, Ares(2012)118304 5	02/10/2014 Ares(2014)3254912	No	n/a
DPO 42-2012		ERCEA Internal Mobility Guidelines	Implementation of the internal mobility policy, from reception and registration of applications to the sending of "recruitment" letters.	Head of Unit D2	27/09/2012, Ares(2012)113629 0		Yes, email to EDPS 10/10/2012, Ares(2012)1191 640	2012-0870, email 17/10/2012
DPO 43-2012		Selection of Seconded National Experts (SNEs), trainees and the use of interimaies	Processing of personal data in relation to staff selection procedures for SNEs, trainees and interimaies, from reception of applications to sending of recruitment letters.	Head of Unit D2	05/10/2012, Ares(2012)117353 5		Yes, emails to EDPS 16/11/2012, Ares(2012)1355 741 and Ares(2012)1355 845	2012-0997, email 09/01/2013
DPO 44-2012		Library Services	Management of staff members borrowing books from the Commission's Central Library through ECLAS and using scientific online databases.	Head of Unit D2	24/09/2012, Ares(2012)111218 9		No	n/a
DPO 45-2012		Management of External Activities	Management of staff notifications on external activities and related requests to authorise activities, publish an article, receive a gift, a decoration, etc.	Head of Unit D2	05/10/2012, Ares(2012)117601 6		No	n/a
DPO 46-2012		Job Descriptions of Staff	Management of the descriptions of job positions in the ERCEA to allow the definition of the tasks inherent to each job, skills needed and specificities of the work environment of the post.	Head of Unit D2	19/09/2012, Ares(2012)108424 2		No, confirmed by EDPS 17/10/2012, Ares(2012)1249 617	2012-774 email 17/11/2012
DPO 47-2012		Flexitime, Leave and Absence Management	Processing of personl data related to the management of leave and compensation requests and their validation.	Head of Unit D2	26/09/2012, Ares(2012)112283 6		Yes, email to EDPS 26/03/2013, Ares(2013)5089 08	2013-327, email 03/04/2013
DPO 48-2012		Subscription database for ERC newsletter	Management of electronic mailing list of subscribers to ERC news updates. List is used to inform journalists, stakeholders and generally any person interested in ERC activities, news alerts and newsletters.	Head of Unit A2	12/09/2012, Ares(2012)105809 3		No	n/a
DPO 49-2012		ERC Website	The ERCEA maintains its website to enhance public address to information about ist initiatives and European Union policies in general and provides e-services (newsletter, alerts, contact form).	Head of Unit A2	19/09/2012, Ares(2012)108406 8	17/03/2015 Ares(2015)1163913	No	n/a
DPO 50-2012		Management of Personal Files	Personal file with the most important personal and professional documents retained by the ERCEA of each staff member to determine the rights&duties of the staff members and the Agency towards the staff member.	Head of Unit D2	05/10/2012, Ares(2012)117954 4		No, confirmed by EDPS 08/11/2012, Ares(2012)1390 796	2012-0941, email 08/11/2012

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DPO 51-2012		Termination of the service of ERCEA statutory staff	Processing of personal data related to the termination of contracts of staff members (EC officials, CAs, TAs). Former end of service notification	Head of Unit D2	05/10/2012, Ares(2012)117412 8		No, confirmed by EDPS 20/12/2012, Ares(2012)5775 2	2012-0898, email 24/10/2012
DPO 52-2012		Redress Procedure	Procedure to implement the possibility of applicants to seek redress against procedural faults in the evaluation and eligibility processes.	Head of Unit B1	28/09/2012, Ares(2012)115332 3 and Ares(2012)135606 1		No, EDPS opinion Ares(2014)1045 224 [originally yes, email to EDPS 08/10/2012, Ares(2012)1181 889]	2012-0865 (joint number 2012-0921) email 30/11/2012
DPO 53-2012		Digital and analogical Video-Surveillance (CCTV)	As part of the general management and functioning of the Agency, the video-surveillance system is used for typical security and access control purposes to the Agency's premises.	Head of Unit D2	28/09/2012, Ares(2012)114165 4		No, confirmed by EDPS 28/02/2013, Ares(2013)2787 11	2012-0851, email 19/11/2012
DPO 54-2012		Renewal of Employment Contracts for Contractual Agents and Temporary Agents – External	Management of the renewal of contracts of ERCEA CAs and TAs at expiration of their contract. Applicable for a first and second (indefinite) renewal.	Head of Unit D2	05/10/2012, Ares(2012)117901 0	04/02/2015Ares(2015) 470180	No, see Note to the File on the need to prior check 03/10/2012, ercea.d.3(2012)1 371437)	n/a
DPO 55-2012		Unsolicited job applications within the ERCEA	Management of unsolicited job applications at the ERCEA (spontaneous job applications).	Head of Unit D2	05/10/2012, Ares(2012)117716 1		Yes, emails to EDPS 13/02/2013, Ares(2013)1847 73 and Ares(2013)1847 94	2013-0181, email 15/02/2013
DPO 56-2013		ERCEA Staff Committee Elections	Creation of the electoral roll, management of candidatures, Election Committee.	Head of Unit D2	08/03/2013, Ares(2013)310136		No	n/a

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DPO 57-2013		HR Reports in BusinessObjects	Human Resources reporting for organisational and management needs.	Head of Unit D2	17/04/2013, Ares(2013)708987		Yes, email to EDPS 29/04/2013, Ares(2013)9186 11. Closure on 10/12/2014 Ares(2014)4168 752	2013-0467, email 03/05/2013
DPO 58-2013		Occasional teleworking at the ERCEA - Pilot project	Implementation of the teleworking policy pilot project.	Head of Unit D2	07/05/2013, Ares(2013)102241 9		No, letter by EDPS 03/03/2014, Ares(2014)6478 75	2013-0552, email 19/07/2013
DPO 59-2013		Stairs	IT application to promote the use of stairs to enhance staff fitness.	Head of Unit D1	19/11/2013, Ares(2013)351324 6		No	n/a
DPO 60-2014		ERC Evaluation	IT application to support the business processes of expert management, call management and evaluation in Department B.	Head of Department B	Ares(2014)172433 , 27/01/2014		No	n/a
DPO 61-2014		How to deal with information on scientific misconduct	How to deal with information received on scientific misconduct, Integrity Standing Committee (ISC) and cooperation with ScC and CoIME.	Head of Department B	Ares(2014)136568 8 - 30/04/2014		Yes, email to EDPS on 16/5/2014, Ares(2014)1578 178	2014-0538, email 28/5/2014
DPO 62-2014		ERIS: ERC Research Information System	Support to the monitoring and evaluation of ERC funding activities to help ERC policy officers manage and analyse data from internal operational databases and specialised research information services.	Head of Unit A1	20/01/2015 Ares(2015)218904		No, EDPS consultation on 15/12/2015, Ares(2016)1090 771	C 2015- 1048, letter 9 February 2016
DPO 63-2014		Handling internally and reporting potential fraud and irregularities	Rules to internally decide whether a certain case consists of as potential fraud, and must consequently be transferred to OLAF, or is merely an irregularity to be dealt with in the ERCEA	Head of Unit D3	06/10/2014 Ares(2014) 3297350		Yes, sent by to EDPS on 20/01/2015 Ares(2015)2251 70	2015-0061, e-mail 26/01/2015
DPO 64-2015		PAN: Panel Nominations	IT tool for the administrative management of the appointment of the panel members entrusted with the proposals' evaluation	Head of Department B	4/03/2015 Ares(2015) 970401	23/06/2017 Ares(2017)3165310	No	n/a
DPO 65-2015		Regular Teleworking at ERCEA	Management (request, approval process and follow-up) of a working scheme allowing part of the staff to work from home on regularly set periods	Head of Unit D2	10/03/2015 ARES(2015) 1051976	04/08/2016, Ares(2016)4116320	No (Confirmed by the EDPS on 28/04/2015, Ares(2015)1824 803)	C 2015- 0209
DPO 66-2016		ERC Visiting Fellowship Programmes	Collection and management of personal data in the ERC Visiting Fellowship Programme	Head of Department B	18/08/2016, Ares(2016)452557 7	23/05/2017 Ares(2017)2623914	No	

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DPO 67-2016		Implementing arrangements	Collection and management of personal data in the ERC Implementing arrangements programme	Head of Department B	13/10/2016, Ares(2016)632938 3		EDPS has been informed in accordance with article 9(8), Ares ercea.d.3.001(2017)454229	
DPO 68-2016		HR Surveys	Surveys conducted specifically by the ERCEA's HR (D.2) for HR-related purposes	Head of Unit D2	04/11/2016, Ares(2016)626131 8		No	
DPO 69-2016		Supervision engagements	Provision of complementary assurance to the Director of the ERCEA as to the effectiveness of internal management and control systems over the activities of the ERCEA	Head of Unit D3	14/11/2016, Ares(2016)640618 9		No	
DPO 70-2016		EU Who is Who (external)	Publication of the data of the ERCEA staff on the EUROPA Who is Who website (external).	Head of Unit D2	01/12/2016, Ares(2016)674191 8		No	
DPO 71-2016	DPO 16-2012	ERCEA use of the Early Detection and Exclusion System (EDES)	Internal processing of personal data on economic operators that could represent a risk to the Union's financial interests and should therefore be registered in the EDES Database.	Head of Department D	14/12/2016, Ares(2016)696118 7		Yes, but pending EDPS review of DG BUGD notification, email from EDPS	
DPO 72-2016	DPO 8-2001 and DPO 9-2011	ERCEA Probationary Report - Appraisal - Reclassification	Processing of personal data in the context of the ERCEA staff's probationary report, appraisal and reclassification exercises. The three exercises were now compiled in one sole notification.	Head of Unit D2	05/01/2017, Ares(2017)52437		No, email from the EDPS on 21/12/2016 Ares(2016)7103 039	