
01 - Name of processing**Key Performance Indicators (KPIs) for the assessment of the results achieved by the Executive Director of the European Union Agency for Railways**

02 - Reference	69
03 - Submission Date	28-04-17
04 - Last update	30-06-20
05a - Controller	Clio LIEGEOIS
05b - Unit-Sector	Executive Office and Communication Unit
05c - Controller's email	managementboard@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500

07 - Name and contact details of joint controller
(where applicable)

08a - Who is actually conducting the processing?
(Article 31.1(a))

The data is processed by ERA (responsible unit) itself

08b - Name and contact details of processor
(where applicable)

09 - Purpose of processing

The Key Performance Indicators (KPIs) are a set of performance-related indicators allowing for an effective assessment of results achieved against objectives and feeding into the work of the European Parliament and the Council for the purpose of the discharge to the Agency. They can be considered as the common reference to measure the performance of the Executive Director in achieving operational objectives (as reflected in the Agency's Programming Document) and in managing the financial and human resources allocated for this purpose.

The Executive Director is subject to an annual appraisal exercise, like other official or agents of the Union. The annual appraisal of the Executive Director is the framework to fit the purpose of improving his/her performance; the KPIs could be developed taken into consideration in the context of the Executive Director's appraisal exercise.

More specifically, the value of KPIs is to assist in the assessment of the results achieved by the Executive Director of the Agency. However, the objective of KPIs is not to compare the Executive Director of the European Union Agency for Railways with other Directors / Heads of Agencies; KPIs are not designed for this purpose and, therefore, cannot be used for that purpose.

KPIs should, nevertheless, make it possible, on the one hand, to give elements of objectivity in the assessment of results (appraisal) and to assess trends over time (e.g. a steady improvement or deterioration from the moment where the Executive Director took up duties in the Agency).

10a - Data Subjects

ERA Executive Director

10b - Personal data	<p>The value of KPIs is to assist in the appraisal and not to replace this procedure or to become the most important element of the appraisal. The data collected in the appraisal report include name, surname, personnel number, unit/sector, function, appraisal period (i.e. from ... to...), interruptions of the appraisal period, previous appraisal results, job description, agreed work objectives, expected conduct and competencies for the post and personal development tasks of the jobholder, as well as name, surname, function of the "reporting" and "countersigning" officers, key performance indicators and targets.</p> <p>The objectives and training courses agreed and planned for the forthcoming appraisal period are also included.</p> <p>The data regarding the Key Performance Indicators (KPIs) cover two (2) domains:</p> <ol style="list-style-type: none"> 1) KPIs in relation to Operational Objectives 2) KPIs in relation to Management of Financial and Human Resources <p>It should be noted that, for all indicators, the baseline shall be set by the achieved level in the year prior to the year to be measured and that the targets for each indicators shall be set in agreement between the Chairperson of the Management Board/ Executive Board and the Executive Director.</p> <p>The KPIs are to be explicitly stated in an Agency's Programming document.</p> <p>The KPIs and targets as well as their assessment, as an excerpt of the appraisal report, are published in the Annual Report of the Agency.</p>
11 - Time limit for keeping the data	Ten (10) years from the termination of employment or from the last pension payment, whatever applicable.
12 - Recipients of the data	<p>For the purposes described in detail above, access to personal data involved in the processing shall be granted only to the Agency staff members as well as the Management Board members.</p> <p>No transfer to other recipients is foreseen.</p>
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A

14 - How is data stored? What are the security measures implemented?	Hard copies: the data are stored in fire proof code protected safes in the HR sector premises, accessible only by designated HR staff. Computer storage: a dedicated drive is accessible only to HR staff. Copies are scanned onto a specially designated memory stick and stored in one of the HR offices to which only designated HR staff have access.
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	<p>a) A data protection statement, which sets out the whole procedure and contains all the information is made available to the data subject concerned.</p> <p>b) The data subject may exercise the rights of access, verification and rectification of its data by contacting the person responsible for handling the processing operation, i.e. the Chairman of the Management Board (email: ManagementBoard@era.europa.eu). In case the data subject concerned has any further questions and/or concerns, he/she is given notice, through the privacy statement, of the following persons that may be contacted in relation to personal data protection issues: the Agency's Data Protection Officer (DPO): dataprotectionofficer@era.europa.eu. In the event of a dispute, complaints may be addressed to the European Data Protection Supervisor: edps@edps.europa.eu.</p>
15a - Data subject rights	Right to have access; Right to rectify
16 - Legal Basis	Agency Regulation (EU) 2016/796; #149
17 - Lawfulness of processing	The processing is lawful and necessary following Article 5 (a) and (b) of Regulation (EU) 2018/1725.
18 - Data minimisation	Minimum, pre-defined data is collected facilitating an objective annual appraisal of the ED.
19 - Accuracy	The KPIs and targets as well as their assessment, as an excerpt of the appraisal report, are published in the Annual Report of the Agency
20 - Access and other rights of persons whose data is processed	
21 - Special category data	N/A
22 - DPIA	N/A
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	