

**RECORD OF PROCESSING ACTIVITY
ACCORDING TO ARTICLE 31 REGULATION 2018/1725¹
NOTIFICATION TO THE DATA PROTECTION OFFICER**

NAME OF PROCESSING OPERATION²: 360 degree evaluation

Reference number: DPR-2026-255 (to be completed by the DPO)
Creation date of this record: 02.02.2026
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Part 1 (Publicly available)

1) Controller(s)³ of data processing operation (Article 31.1(a))
<p>Controller: European Union Agency for Fundamental Rights (FRA) Schwarzenbergplatz 11, A-1040 Vienna, Austria Telephone: +43 1 580 30 – 0 Email: hr@fra.europa.eu Organisational unit responsible⁴ for the processing activity: ADMIN Unit Contact details: HR@fra.europa.eu Data Protection Officer (DPO): dpo@fra.europa.eu</p>

2) Who is actually conducting the processing? (Article 31.1(a))⁵
<p>The data is processed by the FRA itself <input checked="" type="checkbox"/></p> <p>The data is processed also by a third party (contractor) PerformanSe, contractor under framework service contract EPSO/2023/OP/0003 <input checked="" type="checkbox"/></p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer): <i>email: 360@performanse.com</i></p>

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>

² **Personal data** is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

Processing means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

³ In case of more than one controller (e.g. joint FRA research), all controllers need to be listed here

⁴ This is the unit that decides that the processing takes place and why.

⁵ Is the FRA itself conducting the processing? Or has a provider been contracted?

3) Purpose of the processing (Article 31.1(b))

Why are the personal data being processed? Please provide a very concise description of what you intend to achieve with the processing operation. Specify the rationale and underlying reason for the processing and describe the individual steps used for the processing. If you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).

The purpose of the processing activity is to carry out a 360 degree feedback exercise for staff holding management and team lead positions. The 360 evaluation gives managers, peers, team members and designated third parties (all from within the FRA postholder population – TA, CA and SNE) the opportunity to give anonymous feedback regarding the observed person across a range of pre-defined competencies through an online survey. The observed persons and FRA can then use this as input to support learning and career development. The feedback about the observed person will be collected by the external contractor [PerformanSe](#) via their own online survey tool. All results will be anonymised for FRA.

Aggregate results, without revealing the identify of those responding to the questionnaire, will be provided to the observed Head of Sector/Unit/Director as input for their learning and career development. Each Head of Sector/Unit/Director will be paired with a coach, who will guide them on how to interpret and make the best use of their results. Anonymous, aggregate results concerning the groups as a whole (i.e. not at the individual HoU/HoS level) will also be made available to HR and to the Director for the purpose of planning training and organisational development.

4) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are being processed?

- | | |
|--|-------------------------------------|
| FRA staff | <input checked="" type="checkbox"/> |
| Non-FRA staff (please specify e.g. Roma community, judges, etc.) | <input type="checkbox"/> |

5) Categories of personal data processed (Article 31.1(c))

Please tick all that apply and give details where appropriate

(a) General personal data

- Personal details (name, surname, title if indicated)
- Contact details (FRA email address)
- Education & Training details
- Employment details (position type: Head of Unit, Head of Sector, peer, team member, third party)
- Financial details
- Family, lifestyle and social circumstances
- Goods or services provided
- Other (please give details):
- Opinions expressed in the survey about the observed person
- No IP addresses or cookies are collected by the online survey tool.

(b) Special categories of personal data (Article 10)

The personal data collected reveal:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic, biometric or data concerning health
- Information regarding an individual's sex life or sexual orientation
- N/A

(c) Personal data relating to criminal convictions and offences (Article 11)

- Criminal record (or similar, e.g. declaration of good conduct)
- N/A

6) Recipient(s) of the data (Article 31.1 (d))

*Recipients are all parties who have access to the personal data. Who will have access to the data **within** FRA? Who will have access to the data **outside** FRA? No need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).*

Designated **FRA** staff members

FRA HR staff will provide the contractor with a list of observed persons (the Director, Heads of Units and Sectors) and observers (people reporting to them and their peers) containing the post-holder's name and FRA email address.

Designated members of the HR & Legal Sector, as well as the Management Team, will have access to two reports containing aggregate results of the 360 evaluation i.e. one report with overall conclusions (anonymous) for the group of Heads of Unit plus Director, and a second overall, anonymous report for the group of Heads of Sector. No individual reports concerning one observed person will be shared with FRA by the contractor. No individual survey replies revealing the views of individual survey respondents will be shared with FRA or with the observed person by the contractor.

Recipients **outside** FRA:

A limited number of authorised persons working for the contractor have access to the personal data processed in the application. This includes relevant IT support functions for the purpose of fixing application issues/bugs. The coaches appointed to work with observed parties (Director/HoU/HoS) after the results of the 360 evaluation and the administrative staff responsible for scheduling the appointments with the coaches have access to the personal data of the observed parties only. Reports on individual observed parties are password-protected and shared with the selected coach via email.

7) Transfers to third countries or international organisations (Article 31.1 (e))⁶

If the personal data are transferred outside the European Economic Area or to international organisations, this needs to be specifically mentioned, since it increases the risks of the processing operation.

Transfer outside of the EU or EEA

Yes

No

If yes, specify to which country:

Transfer to international organisation(s)

Yes

No

If yes specify to which organisation:

Legal base for the data transfer

⁶ **Processor** in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If needed, consult your DPO for more information on how to ensure safeguards.

- Transfer on the basis of the European Commission's adequacy decision (Article 47)
- Transfer subject to appropriate safeguards (Article 48.2 and .3), specify:

a) A legally binding and enforceable instrument between public authorities or bodies.

Standard data protection clauses, adopted by

b) the Commission, or

c) the European Data Protection Supervisor and approved by the Commission, pursuant to the examination procedure referred to in Article 96(2) .

d) Binding corporate rules, Codes of conduct , Certification mechanism pursuant to points (b), (e) and (f) of Article 46(2) of Regulation (EU) 2016/679, where the processor is not a Union institution or body.

Subject to the authorisation from the European Data Protection Supervisor:

Contractual clauses between the controller or processor and the controller, processor or the recipient of the personal data in the third country or international organisation.

Administrative arrangements between public authorities or bodies which include enforceable and effective data subject rights.

Transfer based on an international agreement (Article 49), specify:

Derogations for specific situations (Article 50.1 (a) –(g))

N /A

Yes, derogation(s) for specific situations in accordance with article 50.1 (a) –(g) apply In the absence of an adequacy decision, or of appropriate safeguards, transfer of personal data to a third country or an international organisation is based on the following condition(s):

(a) The data subject has explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards

(b) The transfer is necessary for the performance of a contract between the data subject and the controller or the implementation of pre-contractual measures taken at the data subject's request

(c) The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person

(d) The transfer is necessary for important reasons of public interest

(e) The transfer is necessary for the establishment, exercise or defense of legal claims

(f) The transfer is necessary in order to protect the vital interests of the data subject or of other persons, where the data subject is physically or legally incapable of giving consent

(g) The transfer is made from a register which, according to Union law, is intended to provide information to the public and which is open to consultation either by the public in general or by any person who can demonstrate a legitimate interest, but only to the extent that the conditions laid down in Union law for consultation are fulfilled in the particular case

8) Retention time (Article 4(e))

How long will the data be retained and what is the justification for the retention period? Please indicate the starting point and differentiate between categories of persons or data where needed (e.g. in selection procedures candidates who made it onto the reserve list vs. those who didn't). Are the data limited according to the adage "as long as necessary, as short as possible"?

Personal data will be stored for a period of 12 months from the initiation of the 360 degree assessment. This period allows time to:

- run the survey
- analyse the results and generate reports for each observed person as well as anonymised aggregate result for FRA
- Allocate a coach to work with each observed individual on understanding their results and identifying learning and development opportunities;
- Provide a debrief session to FRA
- Follow up on the development goals identified

After this time-period, all personal data will be deleted by the contractor and only the individuals who were observed in the exercise will retain a copy of their personal report if they wish to do so.

9) Technical and organisational security measures (Article 31.1(g))

Please specify where/how the data are stored during and after the processing; please describe the security measures taken by FRA or by the contractor

How is the data stored?

Document Management System (DMS) The names and email addresses of FRA post-holders participating in the exercise as well as the aggregate reports containing no identifiable personal data will be stored in the HR PRIVATE DMS site, accessible only to designated members of the HRL Sector.

FRA network shared drive

Outlook Folder(s) The names and email addresses of FRA post-holders participating in the exercise are communicated to the contractor in one Excel via email. This is accessible only to designated HR staff and staff of PerformanSe assigned to the contract with FRA. The reports are shared via email and are password protected (reports on each observed person are shared with the person concerned and their coach only; aggregate, anonymised reports containing no personal data are shared with FRA)

CRM

Hardcopy file

Cloud (give details, e.g. cloud provider)

Servers of external provider

The data is stored on PerformanSe servers in the EU and not transferred outside EU. No IP address is collected by the PerformanSe 360 questionnaire tool and no cookies pertaining to any personal data are used. See technical security information below.

10) Exercising the rights of the data subject (Article 14 (2))

How can people contact you if they want to know what you have about them, want to correct or delete the data, have it blocked or oppose to the processing? How will you react?

See further details in the Data Protection notice: e-mail to HR@fra.europa.eu

Data subject rights

- Right of access
- Right to rectification
- Right to erasure (right to be forgotten)
- Right to restriction of processing
- Right to data portability
- Right to object
- Notification obligation regarding rectification or erasure of personal data or restriction of processing
- Right to have recourse
- Right to withdraw consent at any time