

### Register of personal data processing operations

| Processing number | Processing description                           | Identity of the controller (unit/service) | Identity of the controller (person) |
|-------------------|--|---|-------------------------------------|
| 1                 | IT equipment for home use                        | Administration Unit                       | Head of Unit                        |
| 2                 | Residence Permit                                 | Administration Unit                       | Head of Unit                        |
| 3                 | Appointment of middle management staff           | Administration Unit                       | Head of Unit                        |
| 4                 | Parental leave                                   | Administration Unit                       | Head of Unit                        |
| 5                 | Reimbursement of travel and subsistence expenses | Administration Unit                       | Head of Unit                        |
| 6                 | Payment of monthly remuneration                  | Administration Unit                       | Head of Unit                        |
| 7                 | Promotion of permanent staff                     | Administration Unit                       | Head of Unit                        |
| 8                 | Management of applications for training courses  | Administration Unit                       | Head of Unit                        |
| 10                | Reimbursement of medical expenses                | Administration Unit                       | Head of Unit                        |
| 11                | Special and unpaid leave                         | Administration Unit                       | Head of Unit                        |
| 12                | Management of leave                              | Administration Unit                       | Head of Unit                        |

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| 13                       | Consultation of personal files                            | Administration Unit                              | Head of Unit                               |
| 15                       | Evaluation of the President of the Office                 | Administration Unit                              | Head of Unit                               |
| 17                       | Annual appraisal of staff                                 | Administration Unit                              | Head of Unit                               |
| 19                       | Pre-employment visit and annual medical examination       | Administration Unit                              | Head of Unit                               |
| 20                       | Engagement and use of Temporary Agents                    | Administration Unit                              | Head of Unit                               |
| 24                       | Recruitment of interim workers                            | Administration Unit                              | Head of Unit                               |
| 26                       | Classification in grade and step                          | Administration Unit                              | Head of Unit                               |
| 27                       | Assessment of the ability to work in a third language     | Administration Unit                              | Head of Unit                               |
| 29                       | Management of mission                                     | Administration Unit                              | Head of Unit                               |
| 32                       | Compensatory leave and remuneration for overtime          | Administration Unit                              | Head of Unit                               |
| 33                       | Certification procedure                                   | Administration Unit                              | Head of Unit                               |
| 34                       | Reimbursement of services related to maternity            | Administration Unit                              | Head of Unit                               |
| 37                       | The transfer of pension rights                            | Administration Unit                              | Head of Unit                               |
| 38                       | Payment of language courses for CPVO staff family members | Administration Unit                              | Head of Unit                               |
| 39                       | The video surveillance system                             | Administration Unit                              | Head of Unit                               |
| 41                       | Assessment and reporting on probationary periods          | Administration Unit                              | Head of Unit                               |
| 44                       | Part time work  | Administration Unit                              | Head of Unit                               |
| 46                       | Contacts and Dialogue with CPVO Staff Committee           | Staff Committee                                  | Staff Committee                            |
| 47                       | Public procurement and contract services                  | Administration Unit                              | Head of Unit                               |

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| 48                       | Internal Audits  | Administration Unit                              | Head of Unit                               |
| 50                       | Opening bank accounts and corporate credit cards             | Administration Unit                              | Head of Unit                               |
| 51                       | Insurance coverage   | Administration Unit                              | Head of Unit                               |
| 52                       | Personal job descriptions of the CPVO staff                  | Administration Unit                              | Head of Unit                               |
| 53                       | Management of absences and requests for leaves in Centurio   | Administration Unit                              | Head of Unit                               |
| 54                       | Qualified members of the Board of Appeal                     | Legal Unit                                       | Head of Unit                               |
| 55                       | Designation of Confidential Counsellors for harassment cases | Administration Unit,<br>Confidential Counsellors | Head of Unit                               |
| 56                       | Legal Advices  | Legal Unit                                       | Head of Unit                               |
| 57                       | Access to documents register                                 | Legal Unit                                       | Head of Unit                               |
| 58                       | Administrative inquiry or disciplinary procedure             | Administration Unit                              | Head of Unit                               |
| 59                       | Time accounting system                                       | Administration Unit                              | Head of Unit                               |
| 60                       | Access to Commission on-lien applications                    | Administration Unit                              | Head of Unit                               |
| 61                       | ICT user policy  | Administration Unit                              | Head of Unit                               |
| 62                       | Prevention and management of conflicts of interest           | Administration Unit                              | Head of Unit                               |
| 63                       | QAS assessments at examination offices                       | Quality Audit service                            | QAS team leader                            |
| 64                       | Whistleblowing   | Administration Unit                              | Head of Unit                               |
| 66                       | Online training  | Administration Unit                              | James Moran                                |
| 67                       | Telework   | Administration Unit                              | Head of Unit                               |
| 69                       | Equipment management   | Administration Unit                              | James Moran                                |

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| 70                       | Tableau                        | Administration Unit                              | James Moran                                |
| 71                       | Laissez passer                 | Administration Unit & Commission LP service      | Head of Unit                               |
| 72                       | E-recruitment                  | Administration Unit                              | Head of Unit                               |
| 73                       | Promotion and reclassification | Administration Unit                              | Head of Unit                               |
| 74                       | Online application system      | Technical Unit                                   | Head of Unit                               |
| 75                       | Display of CPVO photos         | Presidency                                       | Assistant to the Presidency                |
| 76                       | Entry register                 | Legal Unit                                       | Head of Unit                               |
| 77                       | Sysper                         | Administration Unit                              | Head of Unit                               |
| 79                       | Use of access badges           | Administration Unit                              | Head of Unit                               |
| 80                       | Business Continuity Plan       | Administration Unit                              | Head of Unit                               |
| 82                       | Research and development       | Technical Unit                                   | Head of Unit                               |
| 83                       | Events and Meetings            | Vice-President and Technical Unit                | Head of Unit                               |
| 85                       | Email Retention Period         | Administration Unit                              | Head of Unit                               |
| 88                       | CPVO Newsletter                | Legal Unit                                       | Head of Unit                               |
| 89                       | E-signature DocuSign           | Administration Unit                              | Head of Unit                               |
| 90                       | Cooperation Service            | Technical Unit                                   | Head of Unit                               |
| 91                       | Invalidity procedure           | Administration Unit                              | Head of Unit                               |
| 92                       | Unemployment                   | Administration Unit                              | Head of Unit                               |

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| 93                       | Leaving on retirement         | Administration Unit                              | Head of Unit                               |
| 94                       | Variety Finder                | Technical Unit                                   | Head of Unit                               |