



EUROPEAN DATA
PROTECTION SUPERVISOR

(To be filled out by the EDPS' DPO)

Register number: 02

Date of submission: 14/07/2011 (2nd version)

Legal basis: Art 25 Regulation 45/2001

NOTIFICATION

INFORMATION TO BE GIVEN¹

1/ NAME AND FIRST NAME OF THE CONTROLLER

The Controller of data is the Pay Master Office² (PMO) as Appointing Authority.

The EDPS Human Resources Unit is co-Controller as for the collecting and the transfer of the EDPS staff "Pensions-Transfer IN" requests to the PMO.

CHEF D'UNITE - LEONARDO CERVERA NAVAS

RUE MONTOYER 63 BUREAU **07S010**

2/ SERVICE RESPONSIBLE FOR PROCESSING PERSONAL DATA

HRBA Unit

3/ NAME AND DESCRIPTION OF THE PROCESSING OPERATION

Pensions-Transfer IN

The processing operation consists of gathering all needed information for submitting a file of transfer IN to the PMO.

¹ Please attach all relevant documents

² The PMO is the Controller by virtue of a Delegation of AIPN power (CEPD/2007/40 Decision).

4/ PURPOSE(S) OF THE PROCESSING

The transfer procedure enables account to be taken, in the Pension Scheme of the European Union's Institutions (PSEUI), of pension rights acquired in one or more national schemes before starting work at an European Union (EU) institution or during a period of leave on personal grounds or secondment.

5/ DESCRIPTION OF THE CATEGORY(IES) OF DATA SUBJECT(S)

Official and other agents of the EDPS.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (INCLUDING, IF APPLICABLE, SPECIAL CATEGORIES OF DATA (ARTICLE 10) AND/OR ORIGIN OF DATA)

- Identification data (name, surname, birth data, personal number, Numero unique de paie (NUP), administrative address)
- Personal data (civil status, private address)
- Recruitment & contract data
- Social security and pension information

7/ INFORMATION TO BE PROVIDED TO THE DATA SUBJECTS

Privacy statement given to the data subjects:

Text

The personal information submitted to the EDPS for the Pensions-Transfer IN purpose is processed in accordance with Regulation (EC) 45/2001.

In compliance with articles 11 and 12 of the regulation, the EDPS provides to the applicants with the following information:

The Controller of data is the Pay Master Office³ (PMO) as Appointing Authority. The EDPS Human Resources Unit is co-Controller as for the collecting and the transfer of the EDPS staff "Pensions-Transfer IN" requests to the PMO.

All personal data submitted will be used solely and exclusively for the pension rights transfer purpose.

³ The PMO is the Controller by virtue of a Delegation of AIPN power (CEPD/2007/40 Decision).

The legal basis for processing data is article 11 of Annex VIII of the Staff regulations and the conditions of employment of other servants of the European Communities.

The categories of personal data dealt with are the following:

- Identification data (name, surname, birth data, personal number, numero unique de paie (NUP), administrative address)
- Personal data (civil status, private address)
- Recruitment & contract data
- Social security and pension information

The personal information is provided by the officials of EDPS when introducing the transfer request. The information related to the career in the European institutions is collected from the personal file.

The information received will be kept for the time necessary to fulfil the purpose indicated above: in particular, the EDPS will store the electronic request for one year; the paper version will be kept in the personal file. The PMO conservation rules for pension's files will apply.⁴

In order to safeguard personal data against any possible misuse or unauthorised access, electronic information are accessible with a restricted access for the recipients only; the paper format information is locked in the personal files office.

Regulation (EC) 45/2001 safeguards your right to access your data and to require the Controller to rectify without delay any inaccurate or incomplete personal data.

Each staff member will receive an explanatory letter with details of the calculation from PMO. This gives the possibility to check the exactitude of data and ask for rectification, if necessary.

Where appropriate, queries or complaints can be sent to the responsible of processing operation (PMO) or to the EDPS Data Protection Officer (EDPS-DPO@edps.europa.eu).

8/ PROCEDURES TO GRANT DATA SUBJECTS' RIGHTS (RIGHTS OF ACCESS, TO RECTIFY, TO BLOCK, TO ERASE, TO OBJECT)

Application of Articles 13 to 18 of Regulation 45/2001

Each staff member will receive an explanatory letter with details of the calculation from PMO. This gives the possibility to check the exactitude of data and ask for rectification, if necessary.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

It is a manual processing operation for collection the papers but dealt through a functional e-mail box (EDPS-Pensions@edps.europa.eu)

⁴ The data collected for the calculation of pensions are necessary in case of disagreement between the PMO and the retired staff. For this reason, five years after the death of the retired and of his/her last beneficiary (délai de forclusion) the files are sent to the Historical Archives.

10/ STORAGE MEDIA OF DATA

Paper files and electronic files

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Lawfulness: Article 5.a of Regulation 45/2001

Legal basis: Article 11 of Annex VIII of the Staff regulations and the conditions of employment of other servants of the European Communities

12/ THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE DATA MIGHT BE DISCLOSED

Only to the PMO of the Commission based on a delegation from the AIPN/AHCC of 20 December 2007 (EDPS/2007/40 decision) by application of Article 2.2 of the staff regulations and Article 6 of RAA.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

The EDPS will store the electronic request for one year; the paper version will be kept in the personal file. The PMO conservation rules for pension's files will apply (the data collected for the calculation of pensions are necessary in case of disagreement between the PMO and the retired staff. For this reason, five years after the death of the retired and of his/her last beneficiary (délai de forclusion) the files are sent to the Historical Archives).

13 BIS/ TIME LIMITS FOR BLOCKING AND ERASURE OF THE DIFFERENT CATEGORIES OF DATA

(further to justified legitimate request from the data subject)

(Please, specify the time limits for every category, if applicable)

14/ HISTORICAL, STATISTICAL OR SCIENTIFIC PURPOSES

If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification

NA

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

NA

16/ FURTHER INFORMATION

The data controller declares the accuracy of the above statements and undertakes to notify any change affecting this information to the Data Protection Officer.

PLACE AND DATE: 14 JULY 2011

THE CONTROLLER: LEONARDO CERVERA NAVAS