



(To be filled out by the EDPS' DPO)

Register number: 45

Date of submission: 18/07/2013

Legal basis: Art 25 Regulation 45/2001

NOTIFICATION

INFORMATION TO BE GIVEN¹

1/ NAME AND FIRST NAME OF THE CONTROLLER

EDPS
RUE WIERTZ 60
1047 BRUXELLES

2/ SERVICE RESPONSIBLE FOR PROCESSING PERSONAL DATA

Human Resources, Budget and Administration Unit

3/ NAME AND DESCRIPTION OF THE PROCESSING OPERATION

Transfers of personal data of staff members to the Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting countries and ministries of foreign or European affairs of Member States (hereafter: Member States).

4/ PURPOSE(S) OF THE PROCESSING

By way of request, Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting countries and ministries of foreign or European affairs of the Member States regularly address the EDPS to obtain a certain number of personal data of its staff members. Therefore, HR unit has been designated to answer such requests. In conformity with Article 8 of Regulation No 45/2001 on the

¹ Please attach all relevant documents

protection of individuals with regards to the processing of personal data by the Community institutions and bodies and on the free movement of such data, the EDPS will transfer to Member States the administrative contact details of its personnel for a limited number of purposes:

- Contact staff for administrative, electoral, military, cultural or social issues related to the country of origin;
- Follow the numbers of Member State's nationals in the European institutions;
- Maintain regular working relations of Member States and European institutions in the framework of the implementation of the Treaties.

This is done only after having received the consent of the data subject (e-mail asking for this consent is sent before any transfer).

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

This notification concerns statutory staff members and other personal working for the institutions (seconded national experts, interim staff, service providers ...).

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

Data: name, title, administrative attachment, administrative address, working place (city), internal telephone number, office number, email address. Nationality and administrative status is transferred only to the Member State corresponding to the nationality of staff concerned.

Exception: for staff occupying of higher responsibility - and also appearing in publicly available databases - nationality and administrative status may also be transferred to other MS.

7/ INFORMATION TO BE PROVIDED TO THE DATA SUBJECTS

Regulation 45/2001 (herein after the Regulation) applies to the processing of personal data carried out for transfers of data to permanent representations.

Further to Article 11 and Article 12 of this Regulation, the EDPS provides the data subjects the following information:

The controller is the EDPS

The purpose of the processing is to manage transfer of data after requests of Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting countries and ministries of foreign or European affairs of the Member States.

The data, which will be used only for that processing the following: name, title, administrative attachment, administrative address, working place (city), internal telephone number, office number, email address.

Nationality and administrative status is transferred only to the Member State corresponding to the nationality of staff concerned. Exception: for staff occupying of higher responsibility - and also appearing in publicly available databases - nationality and administrative status may also be transferred to other MS.

The recipients of the data are Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting countries and ministries of foreign or European affairs of the Member States.

The data subjects have the right of access and the right to rectify the data concerning him or her by contacting the Controller and the Unit in charge of the processing operation at stake.

The legal basis of the processing operation at stake is the transparent management of the institution, the principle of sincere collaboration with Member States in the framework of the implementation of the Treaties.

The time limit for data stored in electronic files is of one month.

The data subjects have the right to have recourse at any time to the EDPS DPO.

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

The data subjects have the right of access and the right to rectify the data concerning him or her by contacting the Controller and the Unit in charge of the processing operation.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Manual processing

10/ STORAGE MEDIA OF DATA

There is only a folder in the Inbox of the official in charge of the processing operation.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Transparent management of the institution, the principle of sincere collaboration with Member States in the framework of the implementation of the Treaties.

Lawfulness based on Article 5 (a) of Regulation (EC) No 45/2001.

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

Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting countries and ministries of foreign or European affairs of the Member States regularly address the EDPS to obtain a certain number of personal data of its staff members.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

The officer in charge keeps the e-mail during one month after having sent the information to the Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting countries and ministries of foreign or European affairs of the Member States.

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)*

One week.

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

Non applicable.

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

Non applicable.

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: 18 July 2013

THE CONTROLLER: Leonardo CERVERA NAVAS