

REGISTER NUMBER: 92

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 06/04/2006

Case number: 2006-162

Institution: European Commission

Legal basis: article 27-5 of the regulation CE 45/2001⁽¹⁾

(1) OJ L 8, 12.01.2001

INFORMATION TO BE GIVEN⁽²⁾

(2) Please attach all necessary backup documents

1/ Name and address of the controller

2) Name and First Name of the Controller: CURRAN Christopher

3) Title: Head of Unit

4) Directorate, Unit or Service to which the Controller is attached: B.03

5) Directorate General to which the Controller is attached: SCIC

2/ Organisational parts of the institution or body entrusted with the processing of personal data

26) External Company or Directorate General to which the Processor is attached:

25) External Company or Directorate, Unit or Service to which the Processor is attached:

SCIC.B.01

3/ Name of the processing

Management of personal data on in-house staff stored in Coralin and accessed via Signalétique

4/ Purpose or purposes of the processing

The data is being used for staff management including the management of leave and absences, for assigning interpreters into meetings, for contacting interpreters in case of last minute changes in their assignment, for reporting and statistical purposes.

5/ Description of the category or categories of data subjects

14) Data Subject(s) concerned:

Statutory staff (officials, temporary staff, contract agents) , agency staff and other external staff (with the exception of freelance interpreters (AICS = "Auxiliaire Interprète de Conférence")).

16) Category(ies) of Data Subjects:

Statutory staff (officials, temporary staff, contract agents) , agency staff and other external staff (with the exception of freelance interpreters (AICS = "Auxiliaire Interprète de Conférence")).

6/ Description of the data or categories of data (including, if applicable, special categories of data (article 10) and/or origin of data)(including, if applicable, special categories of data (article 10) and/or origin of data)

17) Data field(s) of Data Subjects:

Attention: Please indicate and describe in the answer to this question also data fields which fall under article 10

A list of personal data stored attached.

Article 10 paragraph 6 applies.

Data such as sex, status, start date, end date, nationality, working languages may be processed for historical statistics also when the person is no longer employed by DG SCIC.

18) Category(ies) of data fields of Data Subjects:

Attention: Please indicate and describe in the answer to this question also categories of data fields which fall under article 10

A list of personal data stored attached to question 17.

Article 10 paragraph 6 applies.

Data such as sex, status, start date, end date, nationality, working languages may be processed for historical statistics also when the person is no longer employed by DG SCIC.

7/ Information to be given to data subjects

15a) Which kind of communication(s) have you foreseen to inform the Data Subjects as described in articles 11 - 12 under 'Information to be given to the Data Subject'

Privacy Statement to be published on SCIC Website and as a once off SCIC Newsflash;
distribution of the statement to new colleagues in Welcome Pack.
(see attached document)

8/ Procedures to grant rights of data subjects (rights of access, to rectify, to block, to erase, to object)(rights of access, to rectify, to block, to erase, to object)

15b) Which procedure(s) did you put in place to enable Data Subjects to exert their rights: access, verify, correct, etc., their Personal Data as described in articles 13 - 19 under 'Rights of the Data Subject' :

Privacy Statement to be published on SCIC Website and as a once off SCIC Newsflash;
distribution of the statement to new colleagues in Welcome Pack.
(see attached document)

9/ Automated / Manual processing operation

7) Description of Processing:

Attention: Please describe in the answer to this question if you process personal data falling under article 27 "Prior-Checking (by the EDPS - European Data Protection Supervisor)"

The in-house staff comprises statutory staff (officials, temporary staff, contract agents), agency staff and other external staff (with the exception of freelance interpreters (AICS = Auxiliaire Interprète de Conférence)).

The personal data are stored in an in-house database called Coralin, and accessed via various applications such as Signalétique for staff management, Pearl X to assign interpreters into meetings, Indisponibilité for leave management etc. For the various applications, sub-notifications will be issued.

The access rights to these data are indicated in the attached draft spreadsheet (final version in preparation).

Data on interpretation teams including names of interpreters and their language combination working at a certain meeting are submitted to

8) Automated Processing operation(s):

Generation of general statistics and summaries/compilations of data.

9) Manual Processing operation(s):

Input of data by staff in Unit SCIC.B.3 Human Resources and General Administration.

10/ Storage media of data

Database servers running in the operational IT environment of DG SCIC.
See question 25.

11/ Legal basis and lawfulness of the processing operation

11) Legal basis of Processing:

Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities;

General Implementing Provisions of the Staff Regulations and Conditions of other servants of the European Communities as adopted by the Commission from time to time;

Commission Decisions of the Staff Regulations and Conditions of other servants of the European Communities as adopted by the Commission from time to time;

12) Lawfulness of Processing:

Answering this question please also verify and indicate if your processing has to comply with articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)"

Processing is lawful and necessary pursuant to article 5 paragraph a).

Article 20 is not relevant. Article 27 applies.

12/ The recipients or categories of recipient to whom the data might be disclosed

20) Recipient(s) of the Processing:

Management and authorised staff members in DG SCIC (senior and middle management, Unit SCIC.B.3 Human Resources and General Administration, Unit SCIC.C.2 Programming of Interpretation).
Authorised staff members in other institutions (the Council of Ministries, the Committee of the Regions, the Economic and Social Committee, other EU-bodies using SCIC interpretation services; staff members in charge of programming of meetings or staff members in charge of security) or in a Member State (Ministries and public administration) during its Presidency, if requested for operational reasons.

A list of access rights of SCIC statutory staff to these data in question 7.

21) Category(ies) of recipients:

Management and authorised staff members in DG SCIC (senior and middle management, Unit SCIC.B.3 Human Resources and General Administration, Unit SCIC.C.2 Programming of Interpretation).
Authorised staff members in other institutions (the Council of Ministries, the Committee of the Regions, the Economic and Social Committee, other EU-bodies using SCIC interpretation services; staff members in charge of programming of meetings or staff members in charge of security) or in a Member State (Ministries and public administration) during its Presidency, if requested for operational reasons.

A list of access rights of SCIC statutory staff to these data in question 7.

13/ retention policy of (categories of) personal data

The data are stored and up-dated as long as the staff member is working for DG SCIC.

Some data are stored longer than the actual period of activity of the person in order to compile reports and statistics. These data are stored for 50 years. The reports or statistics are anonymous.

13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject) (Please, specify the time limits for every category, if applicable)
(on justified legitimate request from the data subject)
(Please, specify the time limits for every category, if applicable)

22 b) Time limit to block/erase data on justified legitimate request from the data subjects

Time limit is one month.

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,

22 c) 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

Not applicable.

15/ Proposed transfers of data to third countries or international organisations

27) Legal foundation of transfer:

Only transfers to third party countries not subject to Directive 95/46/EC (Article 9) should be considered for this question. Please treat transfers to other community institutions and bodies and to member states under question 20.

Not applicable.

28) Category(ies) of Personal Data or Personal Data to be transferred:

Not applicable.

16/ The processing operation presents specific risk which justifies prior checking (please describe): *(please describe)*:

7) Description of Processing:

Attention: Please describe in the answer to this question if you process personal data falling under article 27 "Prior-Checking (by the EDPS - European Data Protection Supervisor)"

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The access rights to these data are indicated in the attached draft spreadsheet (final version in preparation).

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12) Lawfulness of Processing:

Answering this question please also verify and indicate if your processing has to comply with articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)"

Processing is lawful and necessary pursuant to article 5 paragraph a).

Article 20 is not relevant. Article 27 applies.

Article 27.2.(a) Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

Not applicable

Article 27.2.(b) Processing operations intended to evaluate personal aspects relating to the data subject,

The processing operations on personal data of the system and procedure "Management of personal data on in-house staff stored in Coralin and accessed via Signalétique" are submitted under the present paragraph of article 27.

Article 27.2.(c) Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

Not applicable

Article 27.2.(d) Processing operations for the purpose of excluding individuals from a right, benefit or contract,

Not applicable

Other (general concept in Article 27.1)

The DPO relies on the EDPS interpretation if the present paragraph of article 27 also applies to the processing operations on personal data of the system and procedure "Management of personal data on in-house staff stored in Coralin and accessed via Signalétique".

17/ Comments

1) Date of submission:

10) Comments if applicable:

This notification is a master notification on the general aspects of processing of personal data in DG SCIC. Separate sub-notifications will be issued for the applications via which the data are accessed.

36) Do you publish / distribute / give access to one or more printed and/or electronic directories?

Personal Data contained in printed and/or electronic directories of users and access to such directories shall be limited to what is strictly necessary for the specific purposes of the directory.

If Yes, please explain what is applicable.

no

37) Complementary information to the different questions if applicable, including attachments to this notification which should not be public :

Not applicable.

PLACE AND DATE:06/04/2006

DATA PROTECTION OFFICER: HILBERT Nico

INSTITUTION OR BODY:European Commission