

REGISTER NUMBER: 193

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 27 March 2007

Case number: 2007-208

Institution: European Parliament

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

Mairead CRANFIELD, KAD 02A015, Luxembourg;

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

DG PERS Recruitment Unit;

3/ Name of the processing

Trainee recruitment;

4/ Purpose or purposes of the processing

Recruit trainees to contribute to the European education and vocational training of citizens and give them an insight into the way the Institution functions;

5/ Description of the category or categories of data subjects

Trainees of all nationalities (but restricted to 10% from outside Europe);

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

Concerning health (data referring to handicap), data used to evaluate personal aspects of data subject, personal identification numbers, concerning the physical characteristics of persons (photograph taken and stored), concerning the data subject's private sphere, concerning the data subject's career, concerning recruitment and contracts, concerning telephone numbers;

7/ Information to be given to data subjects

The data subject is informed in a statement linked to the online application form about the purpose of the data processing and his/her rights.

8/ Procedures to grant rights of data subjects (*rights of access, to rectify, to block, to erase, to object*)
The data subject can contact the Traineeship office.

9/ Automated / Manual processing operation
Processing automated wholly or in part; Manual processing of a structured set of data accessible according to given criteria;

10/ Storage media of data
File on paper and information in an Excel file stored in a directory shared by the service on the internal network;

11/ Legal basis and lawfulness of the processing operation
Decision of the Secretary General of 6 December 1996;

12/ The recipients or categories of recipient to whom the data might be disclosed
None;

13/ retention policy of (categories of) personal data
Trainees not selected: 2 years; Trainees selected: forever

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)

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,
YES, for statistical reasons;

15/ Proposed transfers of data to third countries or international organisations
None;

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

AS FORESEEN IN:

Article 27.2.(a)✓

Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

YES, to know if a data subject has a handicap and needs special assistance;

Article 27.2.(b)✓

Processing operations intended to evaluate personal aspects relating to the data subject,

YES, to help the selection board to select between trainees;

Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

Article 27.2.(d)✓

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

YES, a file is sent to Commission and Council traineeships offices containing Name/Birthdate/City/Nationality/Unpaid-Paid/Period. Reason : rules of institutions permit only one traineeship in these institutions;

Other (general concept in Article 27.1)

17/ Comments

Notification in accordance with Art. 26 Regulation 45/01, on 25 September 2006

PLACE AND DATE: Luxembourg, 26 March 2007

DATA PROTECTION OFFICER: Jonathan Steele

INSTITUTION OR BODY: European Parliament