

<b>REGISTER NUMBER: 210</b>
<b>NOTIFICATION FOR PRIOR CHECKING</b>
<p>Date of submission: 22/05/07</p> <p>Case number: 2007-302</p> <p>Institution: Court of Auditors</p> <p>Legal basis: article 27-5 of the regulation CE 45/2001<sup>(1)</sup></p> <p style="text-align: right;"><i>(1) OJ L 8, 12.01.2001</i></p>

<b>INFORMATION TO BE GIVEN<sup>(2)</sup></b>
<i>(2) Please attach all necessary backup documents</i>
<p>1/ Name and adress of the controller  Rose-Marie WEGNEZ, Head of Division, Human Resources, European Court of Auditors.  Anna DENEHER, Social Worker, Welcome and Welfare Office, European Court of Auditors.</p>
<p>2/ Organisational parts of the institution or body entrusted with the processing of personal data  Welcome and Welfare Office, Human Resources Division, European Court of Auditors.</p>
<p>3/ Name of the processing  Social Services.</p>
<p>4/ Purpose or purposes of the processing</p> <ul style="list-style-type: none"> <li>- Financial Assistance (e.g. for home help, persons with disability, exceptional financial difficulties).</li> <li>- Practical Assistance (e.g. information regarding availability of resources and services in specific areas).</li> <li>- Psycho-social support (e.g. relationship difficulties, family problems, harassment, stress etc.).</li> </ul>
<p>5/ Description of the category or categories of data subjects</p> <ul style="list-style-type: none"> <li>- All active officials and their families.</li> <li>- Temporary staff, seconded national experts, contract staff and their families.</li> <li>- Trainees and their families.</li> <li>- Retired officials and officials on invalidity pension and their families.</li> </ul>
<p>6/ Description of the data or categories of data <i>(including, if applicable, special categories of data (article 10) and/or origin of data)</i></p>

<ul style="list-style-type: none"> <li>- Factual data (name and address, date of birth, nationality, administrative status),</li> <li>- Financial data (income and expenditure),</li> <li>- Social data (family situation, children, relationships, psycho-social issues),</li> <li>- Medical data (illness, disability, addiction, etc.).</li> </ul>
<p>7/ Information to be given to data subjects</p> <ul style="list-style-type: none"> <li>- 'Welcome to the Court of Auditors' booklet, (page 35),</li> <li>- Decision No 61-2006 on the protection of persons working at the Court against harassment,</li> <li>- Handbook for former officials and members of their families, Volumes 1 &amp; 2, April 2007.</li> </ul>
<p>8/ Procedures to grant rights of data subjects (<i>rights of access, to rectify, to block, to erase, to object</i>)</p> <p>Officials are informed that their personal data are securely stored, that they are entitled to obtain a copy of these data, that no private data will be communicated to a third party without their agreement, and that access to data may be gained by contacting the controller.</p>
<p>9/ Automated / Manual processing operation</p> <p>Personal files are produced and managed manually.</p>
<p>10/ Storage media of data</p> <ul style="list-style-type: none"> <li>- Paper,</li> <li>- Electronically (Word files).</li> </ul>
<p>11/ Legal basis and lawfulness of the processing operation</p> <ul style="list-style-type: none"> <li>- Articles 1e, 12a, 76 and 76a of the Staff Regulations,</li> <li>- Articles 30, 71 and 98 of the Conditions of Employment of other servants of the Economic Communities (CEOS).</li> </ul>
<p>12/ The recipients or categories of recipient to whom the data might be disclosed</p> <ul style="list-style-type: none"> <li>- The Appointing Authority/Authorising Officer, Staff in Ex-Ante Verification and Accountancy (e.g. for financial assistance),</li> <li>- The Medical Service (e.g. where medical information is necessary to support a request for financial assistance),</li> <li>- External specialised social services ( e.g. drug/alcohol services/psychotherapy, only with the consent of the individual).</li> </ul>
<p>13/ retention policy of (categories of) personal data</p> <ul style="list-style-type: none"> <li>- Financial and psycho-social support: Until the data subject's death and if necessary for a further 3 years (if dependents are involved) [as per opinion of the EC's Data Protection Officer, 13 March 2006],</li> <li>- Harassment Cases: 5 years [as per Court of Auditor's Decision No 61-2006].</li> </ul>
<p>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)</p> <p>Within one month of receipt of request.</p>

<p>14/ Historical, statistical or scientific purposes</p> <p><i>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,</i></p> <p>It is not envisaged that any identifiable data should be stored for longer than the above.</p>
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15/ Proposed transfers of data to third countries or international organisations
N/A

16/ The processing operation presents specific risk which justifies prior checking (*please describe*):  
The provision of social and financial assistance involves the necessary processing of personal data.

AS FORESEEN IN:

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

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

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,

Other (general concept in Article 27.1)

17/ Comments

INSTITUTION OR BODY: EUROPEAN COURT OF AUDITORS