

REGISTER NUMBER: 261

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 19/06/2007

Case number: 2007-420

Institution: EMEA

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

Surname: Pott First Name: Andreas

E-mail: andreas.pott@emea.europa.eu

Function: Head of Administration Unit

Administrative Address: 7 Westferry Circus, E14 4HB, London, UK

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

Administration / Personnel Sector

Place of work: 7 Westferry Circus, E14 4HB, London, UK

3/ Name of the processing

COMPEL/ Leave

4/ Purpose or purposes of the processing

Keep all Leaves up to date of Temporary, Auxiliary + Contract Agents, National Experts and Trainees

5/ Description of the category or categories of data subjects

Temporary, auxiliary and contract Agents, National Experts and Trainees

<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> <p>Personal data revealing religious or philosophical beliefs (e.g. in case of motivated request to switch EMEA holidays with religious one) Personal data concerning health (including disabilities) Personal data concerning sex life (e.g. name of the partner)</p>
<p>7/ Information to be given to data subjects</p> <p>Information are provided during a checklist briefing. An individual data protection letter is also sent to the data subject and a consent to the treatment is signed by staff members.</p>
<p>8/ Procedures to grant rights of data subjects <i>(rights of access, to rectify, to block, to erase, to object)</i></p> <p>Procedures to grant rights of data subject are stated on the EMEA Implementing Rules. Practical steps in order to make them effective have been taken by the Agency providing in particular: - on-line request of access to personal data (form available on EMEA website to be addressed to the EMEA Data Controller) - right to address complaints relating to the un-authorized processing of their personal data to the EMEA's DPO (by email to: data.protection@emea.europa.eu)</p>
<p>9/ Automated / Manual processing operation</p> <p>The processing of data is both automated and manual. Forms are collected in hard copies and subsequently scanned and kept electronically.</p>
<p>10/ Storage media of data</p> <p>The data are stored in house into the compel/leave database. Hard copies are stored in locked cabinet.</p>
<p>11/ Legal basis and lawfulness of the processing operation</p> <p>Annex V, Articles 57 to 60 of Staff Regulations EMEA Implementing rules The processing meets a functional need of the service The data subject has unambiguously consented to the processing</p>
<p>12/ The recipients or categories of recipient to whom the data might be disclosed</p> <p>ED, HoU Admin + HoS & Staff Personnel & Budget, HoU & HoS concerned, VO.</p>

13/ retention policy of (categories of) personal data

The data are kept in house from the moment of the submission of the request of leaves up to 3 years. The data are subsequently kept for another 3 years off site. They then are destroyed, therefore after 6 years from collection.

13 a/ time limits for blocking and erasure of the different categories of data
(on justified legitimate request from the data subject)

In case is accepted a request for blocking of data shall be implemented within 45 working days from receipt of a valid request.

Erasure of data shall follow without delay once a motivated request has been accepted. Acceptance or not shall be communicated within 15 working days from receipt.

(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:

The data allow the health conditions of the subject.

Further processing for historical, statistical or scientific purposes is envisaged on Anonymous basis (statistics)

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

NOT APPLICABLE (no request of transfer has ever been done)

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

AS FORESEEN IN:

- Article 27.2.(a) X

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

The data provide by the data subject may allow to identify the health status of the subject

- 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

PLACE AND DATE:

London, 18.06.2007

DATA PROTECTION OFFICER:

Vincenzo Salvatore

INSTITUTION OR BODY:

European Medicines Agency (EMA)