

REGISTER NUMBER: 262

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 19/06/2007

Case number: 2007-421

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 adress 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 Unit - Personnel Sector

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

3/ Name of the processing

Performance Evaluation/COMPEL/Excel

4/ Purpose or purposes of the processing

Formally recognising, evaluating and providing feedback on each staff Member's performance and contributions as a member of a team.

5/ Description of the category or categories of data subjects

Staff members; Temporary Agents; Contract Agents

<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 being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</p>
<p>7/ Information to be given to data subjects</p> <p>Information provided by the Guide on Performance evaluation and on the EMEA website.</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:</p> <ul style="list-style-type: none"> - 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-authorised processing of their personal data to the EMEA's DPO (by email to: data.protection@emea.europa.eu)
<p>9/ Automated / Manual processing operation</p> <p>The processing is both automated and manual.</p>
<p>10/ Storage media of data</p> <p>The data are stored both on hard copy and electronically in a folder (filing system: COMPEL/ Excel eDMS / Individual Personal Files).</p>
<p>11/ Legal basis and lawfulness of the processing operation</p> <p>Article 15.2 of the Conditions of Employment of Other Servant of the European Communities (CEOS).</p>
<p>12/ The recipients or categories of recipient to whom the data might be disclosed</p> <p>Reporting Officer, Assessor, Head of Sector, Head of Unit (Administration), Executive Director.</p>
<p>13/ retention policy of (categories of) personal data</p> <p>The data are collected every 2 years following completion of probation of each staff member and kept until staff members' death and after pension payments to dependents end (part of personal file).</p>

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,

Further processing for historical, statistical or scientific purposes is not envisaged.

Data are stored in the Personal File and Ext. Act. File, with reference to the name of the person.

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

NOT APPLICABLE

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,

☒ Article 27.2.(b) X

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).