

REGISTER NUMBER: 264

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 19/06/2007

Case number: 2007-423

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

Personnel & Budget

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

3/ Name of the processing

National Experts Expression of Interest/EDMS

4/ Purpose or purposes of the processing

Collection of data from National Experts in order to select suitable candidates for a short term cooperation with the EMEA.

5/ Description of the category or categories of data subjects

National Experts from Member States with exception by derogation of ED.

6/ Description of the data or categories of data

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

Personal data revealing among others racial or ethnic origin (e.g. photos)
Personal data concerning the data subject's career
Personal data concerning the data subject's family
Personal data concerning telephone numbers and communications.

7/ Information to be given to data subjects

Revised Executive Director Decision 01 July 2005

Recruitment at the EMEA - General information (information provided on the EMEA website).

8/ Procedures to grant rights of data subjects

(rights of access, to rectify, to block, to erase, to object)

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)

9/ Automated / Manual processing operation

The processing is both automated and manual.

10/ Storage media of data

The data are stored both on hard copy and electronically in a folder.

11/ Legal basis and lawfulness of the processing operation

Executive Director Decision laying down the amended Rules on the Secondment of National Experts to the EMEA, 1 July 2005

The processing meets a functional need of the service

The data subject has unambiguously consented to the processing

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

Executive Director, HoS Personnel, Personnel staff, HoS, HoU of hosting Unit/Sector.

13/ retention policy of (categories of) personal data

The data are kept from the moment of the receipt of the applications up to 3 years from receipt.

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 envisaged.

There is a folder in house containing the names and cv's of each National experts who applied to the EMEA.

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)

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) X

Data processed can potentially reveal racial or ethnic origin as well as sex life of the data subject (e.g. name of the partner).

17/ Comments

PLACE AND DATE:

London, 18.06.2007

DATA PROTECTION OFFICER:

Vincenzo Salvatore

INSTITUTION OR BODY:

European Medicines Agency (EMA)