

REGISTER NUMBER: 279

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 3 / 09 / 07

Case number: 2007-497

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

Diplomatic Registration Document - Driving Permit / EDMS

4/ Purpose or purposes of the processing

Collect data from the data subject to administer staff applications in order to receive Diplomatic Driving Permit (DDP), Diplomatic Registration Documents (VRD) and plate number for their vehicle in order to avoid them to exchange their national documents.

5/ Description of the category or categories of data subjects

EMEA Temporary Agents, Contract Agents, National Experts

<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>in this framework data revealing racial or ethnic origin (photo is asked) and data concerning the data subject private sphere are processed.</p>
<p>7/ Information to be given to data subjects</p> <p>Information are provided in the data protection declaration which is signed by the data subjects.</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 in the EMEA Executive Director Decision on the adoption of implementing rules relating to the protection of individuals with regard to the processing of personal and on the free movement of such data.</p> <p>Practical measures in order to make these provisions effective have been taken by the Agency, namely:</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-authorized processing of their personal data to the European Data Protection Supervisor.
<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 the data of each staff member are entered in the COMPEL database.</p>
<p>10/ Storage media of data</p> <p>The data are stored in house: both electronically and in hard copies. The electronic data are entered into the Compel database, hard copies instead are stored in locked filing cabinets.</p>
<p>11/ Legal basis and lawfulness of the processing operation</p> <p>Legal basis: Foreign & Commonwealth Office Protocol Agreement</p>
<p>12/ The recipients or categories of recipient to whom the data might be disclosed</p> <p>Head of Administration Unit, Personnel & Budget Sector Staff.</p>
<p>13/ retention policy of (categories of) personal data</p> <p>All the documents are stored from the moment of the submission of the applications. The Diplomatic Registration Documents are stored for two more years after the sale of the vehicle, the Diplomatic Driving Plates are stored for one more year after the staff member left the EMEA.</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 a request for blocking of data is accepted, it shall be implemented within 45 working days from receipt of a valid request.

In the case of a request regarding the erasure of data, the Data controller shall reply within 15 working days from the request. The erasure shall follow without delay once a motivated request has been accepted.

(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

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

Personnel & Budget send the applications to the Diplomatic Vehicle licencing agency / FCO / Customs & Excise

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 revealing Ethnic Origin (Photos)

17/ Comments

PLACE AND DATE:

London, 12.07.2007

DATA PROTECTION OFFICER:

Vincenzo Salvatore

INSTITUTION OR BODY:

European Medicines Agency (EMA)