

REGISTER NUMBER: 281

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 3/09/07

Case number: 2007-499

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

EDMS/ FCO Identity card

4/ Purpose or purposes of the processing

Collect data from the data subject in order to have an identity proof to be registered with the FCO and to obtain the FCO identity card

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 career (the position held at the moment of issuing the request for the FCO card, for instance) are processed.</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 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. 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 stored into the Compel database, hard copies instead are stored in locked filing cabinets.</p>
<p>11/ Legal basis and lawfulness of the processing operation 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 Unit of the requesting data subject, Administration Staff</p>
<p>13/ retention policy of (categories of) personal data</p> <p>the data are disposed only after the staff member is deceased</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:

no historical or statistical processing is envisaged

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

The data contained in the application TX12 are transferred to the Foreign & Commonwealth Office in order to enable it to issue the Identity card.

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) and concerning the data subject's career

17/ Comments

PLACE AND DATE:
London, 12.07.2007

DATA PROTECTION OFFICER:
Vincenzo Salvatore

INSTITUTION OR BODY:
European Medicines Agency (EMA)