

REGISTER NUMBER: 282

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 03/09/2007

Case number: 2007-500

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

Part Time/Compel/EDMS

4/ Purpose or purposes of the processing

Collect data from the data subject in order to assess her/his situation and eventually issue an approval concerning the part time request

5/ Description of the category or categories of data subjects

EMEA Staff Members (Contract Agents, Auxiliary Agents and Temporary Agents)

6/ Description of the data or categories of data

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

In the application form for Part Time request, personal data concerning political opinions may be included. For example references to the external activities of the applying staff members may be quoted.

7/ Information to be given to data subjects

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.

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 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:

- 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.

9/ Automated / Manual processing operation

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.

10/ Storage media of data

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.

11/ Legal basis and lawfulness of the processing operation

Legal basis:

Temporary agents: Article 16 of the CEOS ;

Auxiliary agents: Article 57 of the CEOS ;

Contract agents: Article 91 of the CEOS ;

Article 55a of Staff Regulations ;

Article 55b of Staff Regulations ;

Annex IVa of Staff Regulations. ;

Internal Rules:

Commission decision on part-time (18.06.2004) ;

Commission decision on job-sharing (21.06.2004) ;

Special part-time arrangements for breast-feeding (19.07.2004) ;

EMEA part-time working scheme (01.05.2003) .

<p>12/ The recipients or categories of recipient to whom the data might be disclosed</p> <p>Executive Director, Head of Administration, Head of Unit and Head of Sector of the applying staff member, Personnel & Budget Sector Staff, Information Technology Sector Staff, Infrastructure Service Sector Staff, Security and Reception Staff.</p>
<p>13/ retention policy of (categories of) personal data</p> <p>The data submitted in the part time request follow the same archiving policy foreseen for the Personal File. Consequently the documents are disposed after staff member is deceased and pension payment to dependents ends.</p>
<p>13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject)</p> <p>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.</p> <p><i>(Please, specify the time limits for every category, if applicable)</i></p>
<p>14/ Historical, statistical or scientific purposes</p> <p><i>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:</i></p> <p>Further processing for historical, statistical or scientific purposes is envisaged on anonymous basis. Data are processed anonymously in the form of statistics.</p>
<p>15/ Proposed transfers of data to third countries or international organisations</p> <p>the only transfer of data wich is actually in place is within the Community Institutions. Data related to the Part Time requests are in fact transferred to the Pay MAster's Office.</p>

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, (*data concerning the data subject private sphere and political opinion, such information related to external activities, are provided in the document*)

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, 12.07.2007

DATA PROTECTION OFFICER:
Vincenzo Salvatore

INSTITUTION OR BODY:
European Medicines Agency (EMA)