

REGISTER NUMBER: 293

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 13/09/2007

Case number: 2007-561

Institution: EMCCDA

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

Mr. Dante Storti, Head of Unit Administration (EMCCDDA. Rua da Cruz de Santa Apolonia 23-25. 1149-045. Lisboa)

2/ Organisational parts of the institution or body entrusted with the processing of personal data

Human Resource Service (a Sector within the Unit Administration)

3/ Name of the processing

Education Allowance

4/ Purpose or purposes of the processing

Ensure that the EMCCDDA staff is granting the education allowances in accordance with the rules in force

5/ Description of the category or categories of data subjects

Members of the EMCCDDA staff (officials, temporary and contract agents) requesting an education allowance for the education costs incurred for each dependent child.

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

Each year members of the EMCDDA staff are requested to fill in a specific form (see annex) and submit it with supporting documents for being granted education allowance in accordance with the relevant provisions of the Staff Regulations. The present notification is subject to prior-checking by the EDPS under article 27 of Regulation (EC) 45/2001. Data asked in the form are: name and first name of applicant, personnel n°, office telephone n°, office address, private address, town/country, the situation regarding the child/ren's schooling (changed?, not changed?, school with charges fees? and any supporting documents to be enclosed), data concerning the EMCDDA staff ((new official? transferred from another community institution? returned from leave on personal grounds?) also data concerning the child (name, name and address of educational establishment attended, transports costs grant or other education allowance...), data from the educational establishment and finally a declaration concerning accommodation for payment outside the family's place of residence. For a detailed description of data, please refer to the annex: "application form for 2

7/ Information to be given to data subjects

The process and the applicable implementing rules (EC rules by analogy) is posted in the EMCDDA intranet accessible to all EMCDDA staff. Concerned staff members are requested to complete a form to provide the required information and the general information.

8/ Procedures to grant rights of data subjects (*rights of access, to rectify, to block, to erase, to object*)

The process is renewed every year. In this context staff members are enabled to up-to-date relevant information.

9/ Automated / Manual processing operation

n.a

10/ Storage media of data

paper based documents

11/ Legal basis and lawfulness of the processing operation

Staff Regulations of officials and conditions of employment of other servants of the European Communities.

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

EMCDDA concerned staff member, HR officer in charge, Head of Unit, Appointing authority and EC PMO authorised staff.

13/ retention policy of (categories of) personal data

In accordance with article 26 of the Staff regulations data are kept in the individual file of the concerned staff member until he/she or his/her having rights exhausted the remedies at law (appeals), after termination of the service.

13 a/ time limits for blocking and erasure of the different categories of data

(on justified legitimate request from the data subject)
(Please, specify the time limits for every category, if applicable)

without delay from the acceptance of the request

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,

n.a

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

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,

X 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:Lisbon, 13 September 2007

DATA PROTECTION OFFICER:Cécile MARTEL

INSTITUTION OR BODY:EMCDDA