

REGISTER NUMBER: 337

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 05/03/2008

Case number: 2008-144

Institution: European Commission

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

2) Name and First Name of the Controller: JERABEK Albert

3) Title: Adviser

4) Directorate, Unit or Service to which the Controller is attached: C.

5) Directorate General to which the Controller is attached: JRC

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

26) External Company or Directorate General to which the Processor is attached:

25) External Company or Directorate, Unit or Service to which the Processor is attached:

3/ Name of the processing

ASSIGNMENT OF ALER FLATS TO STATUTORY STAFF OF JRC ISPRA AND THE EUROPEAN SCHOOL IN VARESE

4/ Purpose or purposes of the processing

Attribute free ALER flats to statutory staff of JRC Ispra site and the dependants of the European School in Varese taking into consideration new arrivals, family size and social aspects.

5/ Description of the category or categories of data subjects

14) Data Subject(s) concerned:

Statutory staff of JRC Ispra site and the dependants of the European School in Varese.

16) Category(ies) of Data Subjects:

Statutory staff of JRC Ispra site and the dependants of the European School in Varese.

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

17) Data field(s) of Data Subjects:

Attention: Please indicate and describe in the answer to this question also data fields which fall under article 10

Personal data: name, surname, date of birth, home address, telephone, starting date at EC / European School at Varese, type of contract, net salary, other income, marital status.

Family data: relationship, date of birth, profession, income, possible handicap yes/no.

Information about the current accommodation.

Please see application form in attachment.

This processing of personal data falls under art.10.

18) Category(ies) of data fields of Data Subjects:

Attention: Please indicate and describe in the answer to this question also categories of data fields which fall under article 10

Personal data, family data, medical data (possible handicap), current accommodation data.

7/ Information to be given to data subjects

15a) Which kind of communication(s) have you foreseen to inform the Data Subjects as described in articles 11 - 12 under 'Information to be given to the Data Subject'

Please see Privacy Statement.

The privacy statement will be attached to the application form.

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

15b) Which procedure(s) did you put in place to enable Data Subjects to exert their rights: access, verify, correct, etc., their Personal Data as described in articles 13 - 19 under 'Rights of the Data Subject' :

Data subjects will be informed that they can send any requests or complaints to the following email address: jrc-adv-social-activities@ec.europa.eu
See also privacy statement.

9/ Automated / Manual processing operation

7) Description of Processing:

Attention: Please describe in the answer to this question if you process personal data falling under article 27 "Prior-Checking (by the EDPS - European Data Protection Supervisor)"

This processing of personnel data manages the publication of free ALER (Azienda Lombarda per l'edilizia residenziale provincia di Varese) flats, the collection of applications, the preparation of evaluation sheets, the convocation of the Joint Housing Committee (CPA) (see attachment), the decision on basis of neutralised (without name) tables of evaluation.

The evaluation is based on the attribution criteria listed in the enclosed file "Scheda individuale per assegnazioni alloggi" (see attachment at point 37).

Medical data (possible handicap) is only accessible by the Medical Service.

This processing of personal data falls under art.27.

8) Automated Processing operation(s):

n/a

9) Manual Processing operation(s):

Evaluation of application-forms (see point 7).

10/ Storage media of data

Paper and electronic.

11/ Legal basis and lawfulness of the processing operation

11) Legal basis of Processing:

Italian Law Nb. 906, Art .6 from 01.08.1960 implementing the agreement between the Italian Government and EURATOM (see attachment).

"Convenzione fra la Commissione delle Comunita' Europee e l'ALER di Varese" (see attachment at point 37 "Complementary information").

12) Lawfulness of Processing:

Answering this question please also verify and indicate if your processing has to comply with articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)"

The processing is necessary and lawful under article 5(a) of Regulation (EC) 45/2001.

This processing of personal data falls under art.27.

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

20) Recipient(s) of the Processing:

JRC Ispra Medical service. (information about a possible handicap)

Data subject (letter of attribution)

ALER (letter of attribution with name and address of the working place of the candidate)

Transfer of data to recipient following Art. 8.

21) Category(ies) of recipients:

JRC Ispra Medical service.

Data subject

ALER

13/ retention policy of (categories of) personal data

Application form and evaluation files will be kept for 6 years.

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)

(on justified legitimate request from the data subject)

(Please, specify the time limits for every category, if applicable)

22 b) Time limit to block/erase data on justified legitimate request from the data subjects

Upon a justified request by the data subject the personal data will be modified/erased within 15 days.

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,

22 c) 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

Not applicable

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

27) Legal foundation of transfer:

Only transfers to third party countries not subject to Directive 95/46/EC (Article 9) should be considered for this question. Please treat transfers to other community institutions and bodies and to member states under question 20.

Not Applicable.

28) Category(ies) of Personal Data or Personal Data to be transferred:

Not Applicable.

16/ The processing operation presents specific risk which justifies prior checking (please describe): *(please describe)*:

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☐ Article 27.2.(a) Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

Article 27.2.(a) Processing of data relating to health

☐ Article 27.2.(b) Processing operations intended to evaluate personal aspects relating to the data subject,

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,

n/a

☐ Article 27.2.(d) Processing operations for the purpose of excluding individuals from a right, benefit or contract,

n/a

☐ Other (general concept in Article 27.1)

n/a

17/ Comments

1) Date of submission:

10) Comments if applicable:

n/a

36) Do you publish / distribute / give access to one or more printed and/or electronic directories?

Personal Data contained in printed and/or electronic directories of users and access to such directories shall be limited to what is strictly necessary for the specific purposes of the directory.

If Yes, please explain what is applicable.

37) Complementary information to the different questions if applicable, including attachments to this notification which should not be public :

"Convenzione fra la Commissione delle Comunita Europee e l'ALER di Varese" (see attachements)

"Scheda individuale per assegnazioni alloggi"

PLACE AND DATE:05/03/2008

DATA PROTECTION OFFICER: RENAUDIERE Philippe

INSTITUTION OR BODY:European Commission