

To be filled out in the EDPS' office

REGISTER NUMBER: 347
NOTIFICATION FOR PRIOR CHECKING
Date of submission: 19/03/2008
Case number: 2008-179
Institution: European Union Agency for Fundamental Rights (FRA)
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
European Union Agency for Fundamental Rights (FRA), Rahlgasse 3, A-1060 Vienna
2/ Organisational parts of the institution or body entrusted with the processing of personal data
Unit Administration, Costantinos MANOLOPOULOS (Head of Administration)
3/ Name of the processing
Call for expressions of interest for the position of member of the Scientific Committee of the European Union Agency for Fundamental Rights (FRA)
4/ Purpose or purposes of the processing
Selection of Members of the Agency's Scientific Committee
5/ Description of the category or categories of data subjects
Data subjects are applicants with EU nationality wishing to become members of the Agency's Scientific Committee

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>Personal data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct).</p> <p>Images might be included in the submitted CVs.</p> <p>Data is provided by the data subject when submitting his/her applications.</p>
7/ Information to be given to data subjects
<p>In the publication of the Call for Expression of Interest, under “Application Procedure” paragraph, the data subjects are informed of the processing of data, selection process, etc. (see Annex 1 for detailed info).</p>
8/ Procedures to grant rights of data subjects <i>(rights of access, to rectify, to block, to erase, to object)</i>
<p>Data subjects have the right to rectify their data until the closing date of the call. They do not have right to access to the data. They have the right to block data at any time. Data are erased after completion of the procedure as stated in the call (see Annex 1).</p>
9/ Automated / Manual processing operation
<p>Automated: Receipt of application via e-mail, electronic registration in database and storage.</p> <p>Manual: Pre-selection and Selection of succesfull candidates as described in Annex 1.</p>
10/ Storage media of data
<p>Electronic storage in dedicated e-mail Functional Mailbox with restricted access.</p> <p>File system: storage of data during pre-selection and selection stages. Restricted access to personnel staff.</p>
11/ Legal basis and lawfulness of the processing operation
<ul style="list-style-type: none"> - Reg. 168/2007, Article 14, establishing the Agency - Reg 45/2001, Article 5 a), b) and d) - Provisional Rules of Procedure of the FRA Management Board
12/ The recipients or categories of recipient to whom the data might be disclosed
<p>The recipients are:</p> <ul style="list-style-type: none"> - Pre-selection Panel consisting of the agency's Acting Director and Heads of Unit, one representative of the CoE and two observer from the EC. - Selection Panel composed of the agency's Executive Board. - EP LIBE Committee (in accordance to Article 7 of Reg.45/2001 and the legal basis iis Article 14 of the Reg 168/2007)
13/ retention policy of (categories of) personal data
<p>Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the Agency, (see section N.B in Annex 1).</p>

<p>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)</p> <p>The personal data can be blocked upon request of the data subject at any time during the procedure. The data will be erased following the completion of the process as specified in (Annex 1 see section N.B). At any point the data can be erased upon data subject's request provided there is no conflict with the defined procedure.</p>
<p>14/ Historical, statistical or scientific purposes <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>Statistical data is kept in order to provide information such how many applications were received, which nationalities, which gender etc. This data uses data ranges and it is anonymous.</p>
<p>15/ Proposed transfers of data to third countries or international organisations</p> <p>Not Applicable. Since this procedure is inter-institutional there is a data transfer of the seelcted candidates to the EP LIBE committee</p>
<p>16/ The processing operation presents specific risk which justifies prior checking (<i>please describe</i>):</p> <p><input type="checkbox"/> Article 27.2.(b) Processing operations intended to evaluate personal aspects relating to the data subject.</p>
<p>17/ Comments</p> <p>Please see Annex 1 that includes supporting documents explaining the application procedure and as well the Selection process.</p>
<p>PLACE AND DATE: Vienna, 14/03/2008</p> <p>DATA PROTECTION OFFICER: Nikolaos FIKATAS</p> <p>INSTITUTION OR BODY: European Union Agency for Fundamental Rights (FRA)</p>