

REGISTER NUMBER: 348

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 27/03/2008

Case number: 2008-192

Institution: European Parliament

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

Brunetti Gianluca, KAD 02F003, Luxembourg, Tel: 00352 4300 23426

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

DG Personnel, Directorate A, Human Resources Strategy

3/ Name of the processing

Skills database

4/ Purpose or purposes of the processing

This data base contains career data on staff covering professional experience in and before joining the EP. Electronic processing facilitates HR management in mobility, careers advice, specialised staff search, etc.

5/ Description of the category or categories of data subjects

Officials, other staff

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

Data being used to evaluate personal aspects of data subject (ability, efficiency, reliability or conduct), in the form of personal identification numbers, concerning recruitment and contracts, concerning the data subject's career

7/ Information to be given to data subjects

The Internal Organisation and Human Resources Planning Unit maintains the SKILLS data base, which contains information about your current job, your educational background, professional experience, training courses attended and other information which you can supply under the heading "c) other interests" on a voluntary basis. Some of the information contained in the data base is derived from other databases maintained by DG Personnel, such as ARPEGE, RAPNOT, and FORPRO. These data may be communicated to the units involved in a selection procedure, in the case of attestation/certification procedures, or to inform careers advice (for example, in the context of mobility) as well as in selecting working groups, competition juries or other committees created to meet specific or one-off requirements. You are recommended to fill in the form as completely as possible, as any lack of information about your qualifications in particular may disadvantage you in any of the above procedures. You have a right of access to and rectification of your data, and a right of recourse to the European Data Protection Supervisor. The information base is available as a Word document. If you wish to consult this document in order to complete and/or rectify your data, please send your request to the internal e-mail address 05-Skills. The information in the Skills data base will be kept during your service in the European Parliament.

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

In general, implementing rules relating to Regulation (EC) No 45/2001 contained in the Bureau decision of 22 June 2005 provide for the right of data subjects in Articles 8 - 13. Specifically for this operation, staff have been informed "If you wish to consult this document in order to complete and/or rectify your data, please send your request to the internal e-mail address 05-Skills."

9/ Automated / Manual processing operation

Automated and manual processing of a structured set of data accessible according to given criteria

10/ Storage media of data

Database

11/ Legal basis and lawfulness of the processing operation

Institution's general management powers. The processing is necessary to improve HR management.

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

EP officials in IOU (and Human Resources Strategy Director)

13/ retention policy of (categories of) personal data

End of career in EP, plus 3 month

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)

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,

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,

Yes

☐ 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: Luxembourg, 26 March 2008

DATA PROTECTION OFFICER: Jonathan Steele

INSTITUTION OR BODY: European Parliament