

REGISTER NUMBER: 350
NOTIFICATION FOR PRIOR CHECKING
<p>Date of submission: 28/03/2008</p> <p>Case number: 2008-194</p> <p>Institution: CEDEFOP</p> <p>Legal basis: article 27-5 of the regulation CE 45/2001⁽¹⁾</p> <p style="text-align: right;"><i>(1) OJ L 8, 12.01.2001</i></p>

INFORMATION TO BE GIVEN⁽²⁾
<i>(2) Please attach all necessary backup documents</i>
<p>1/ Name and adress of the controller Head of Human Resources Ginette Manderscheid Cedefop P.O.Box 22427 GR-55102 Thessaloniki Greece</p>
<p>2/ Organisational parts of the institution or body entrusted with the processing of personal data Resources (Human Resources)</p>
<p>3/ Name of the processing Medical files</p>
<p>4/ Purpose or purposes of the processing The purpose of the data processing is to maintain the medical records of the staff and the correspondence which may include confidential issues.</p>
<p>5/ Description of the category or categories of data subjects For the purposes of the prior checking notice, the term "official" will be used. This includes former officials, as well as servants or former servants within the meaning of the Conditions of Employment of other servants of the Communities.</p> <p>For the purposes of the prior checking notice, the expression "the official concerned" means any official who is subyet of medical files at Cedefop.</p>
<p>6/ Description of the data or categories of data (including, if applicable, special categories of data (article 10) and/or origin of data)</p>

The data undergoing processing are as follows:

1. Medical service form that includes:

- a. surname, first name, data and place of birth, address, nationality, data of the doctor in country of origin and of the doctor in the country of residence, marital status, information on military service duties;
 - b. information on the qualifications, previous work experience, occupation, present contract, previous work on a VDU and occupational diseases;
 - c. family medical history;
 - d. information on previous diseases and undergone treatments;
2. Medical report which includes the results of the medical examinations;
3. Annual medical examination form.

Processing of special data

In the context of processing data on medical files, the file of the data subject may reveal special categories of data such as data concerning health or sex life. Such information will only be processed and stored if it is relevant in the context of the case and proportional to the intended purpose.

Cedefop will process such data in compliance with Article 10(2) of Regulation (EC) No 45/2001.

7/ Information to be given to data subjects

Information to be given to data subjects comprises the copies of medical files containing all the information listed in part 6 of this Notification.

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

In line with Article 4(1)(d) of Regulation No 45/2001, Cedefop will make every effort to ensure that the data are accurate and, where necessary, kept up to date and that data which are inaccurate or incomplete are updated and/or corrected.

9/ Automated / Manual processing operation

The data concerning the regulated medical examinations (incl. annual examinations and pre-recruitment examinations) are stored in medical files within Cedefop's medical service. The statements about the individuals' fitness to perform their duties go to the personal files within the Human Resources Service.

10/ Storage media of data

The medical files of the Centre are stored in locked cabinets within the Medical Service of Cedefop. They include paper records and films of X-Ray examinations. Access to the medical file of the official concerned is available only to the Medical officer. The data subject may request access to their file. The medical file is taken out of the locked cabinets by the medical officer and handed to the data subject for consultation on the spot. The data subject may request copies of the documents stored within his/her file.

The statements about the individuals' fitness to perform their duties that make part of the personal files of the Centre are stored in safe cabinets within the Human Resources Service.

11/ Legal basis and lawfulness of the processing operation

The legal bases for the processing operations are Articles 28e and 33 (Appointment of the official on condition of being physically fit), 59 (preventive medical examination), 72 and 73 (JSIS) of the Staff Regulations. The same applies to Articles 12(2)(d), 13 and 16 (concerning temporary staff), Articles 55(1)(d) and 59.

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

The data contained in the medical file may be disclosed to the following recipients: 1. data subject; 2. the medical officer; 3. the Secretary of support to the medical officer, if applicable; 4. the Secretary who deals with updating medical files, if applicable (only information on fitness of an individual to perform his/her duties).

13/ Retention policy of (categories of) personal data

The medical files are kept for the whole time of employment of the data subjects and up to 30 years after the end of work, in view of possible occupational diseases' related claims.

In addition, the data of non-recruited candidates are kept for five years after the pre-employment visit.

<p>13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject) <i>(Please, specify the time limits for every category, if applicable)</i> Data Subjects may request changes to their personal data, if the medical officer finds the request justified s/he will make the necessary modifications within 15 working days. Results and diagnosis or medical tests cannot be modified: Only patient's comments can be added.</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> not applicable</p>
<p>15/ Proposed transfers of data to third parties or international organisations The data contained in the medical files may be transferred to the Medical Services of the European Communities upon their request.</p>
<p>16/ The processing operation presents specific risk which justifies prior checking (<i>please describe</i>): AS FORESEEN IN: <input type="checkbox"/> Article 27.2.(a) Processing of data relating to health.</p>
<p>17/ Comments</p>
<p>PLACE AND DATE: 21-03-2008</p> <p>DATA PROTECTION OFFICER: Spyros ANTONIOU (Data Protection Officer of Cedefop)</p> <p>INSTITUTION OR BODY: CEDEFOP</p>