

REGISTER NUMBER: 352

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 31/03/2008

Case number: 2008-196

Institution: CEDEFOP

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

Ginette Manderscheid
Head of Human Resources
Cedefop
P.O.Box 22427
GR-55102 Thessaloniki

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

Head of Human Resources Service

3/ Name of the processing

Traineeship selection and traineeships at Cedefop

4/ Purpose or purposes of the processing

Cedefop offers 5-months traineeships, twice a year, starting on 1 March and 1 September respectively.

The purpose of the data processing is to collect the information necessary for the selection of trainees. The selection of trainees is based on the following criteria:

- Cedefop priorities in terms of work programme and projects;
- Trainee's academic background, professional experience (where applicable) and linguistic profile;
- Preferences expressed by the applicants (applicants are asked to indicate areas/services of preference).

5/ Description of the category or categories of data subjects

For the purposes of the prior checking notice, the term "applicant" will be used. Applicants are the persons who submit their application for a traineeship at Cedefop for a specific traineeship period.

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

The data undergoing processing are as follows:

- Name
- Nationality
- Date of birth
- Address
- Phone number(s)
- E-mail address
- Information on academic background, professional experience, training and language skills.

7/ Information to be given to data subjects

A privacy statement is displayed on the relevant section of Cedefop's website. It provides all the necessary data-protection related information.

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

For practical reasons, once the on-line application has been submitted, there is no possibility for the applicant to directly update and correct data. They are expressly requested to double check carefully all data prior to confirming submission.

Where it is nevertheless necessary to correct/update information after the submission of the on-line application, applicants may send an e-mail to a dedicated 'traineeships' mailbox.

9/ Automated / Manual processing operation

This is an IT-supported processing operation. The on-line applications generate a database which is accessed by the staff involved in pre-selecting trainees and the staff dealing with correspondence and the payment of grants.

Hard copies are filed of the correspondence with selected applicants and the grant payments of trainees.

10/ Storage media of data

The database generated by the on-line applications is a relational database system (RDBMS- SYBASE) located at

IDEFIX. The objective is to move it to the SQL server after the March 2009 period.

The database as a whole is backed up by the IT with a bi-weekly manual backup.

11/ Legal basis and lawfulness of the processing operation

The legal basis of the processing operation for which the data is intended is that the processing is necessary for the steps of the traineeship selection.

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

The data are accessible to Cedefop staff involved in the pre-selection, i.e. Heads of Area and designated staff within the Area. HR staff have access to the data for the purpose of correspondence with the applicants and the grant payments which are prepared in HR.

The data are also accessible to the IT administrator responsible for the project.

The processing of data starts from the moment they are submitted and for the duration of the selection process. Thereafter, the information is kept for a 5-year period.

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.

Cedefop does not intend to store these data in a form which permits identification.

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

None foreseen.

**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,

17/ Comments

PLACE AND DATE:

DATA PROTECTION OFFICER: Spyros ANTONIOU (Data Protection Officer of Cedefop)

INSTITUTION OR BODY: CEDEFOP

NOTIFICATION REFERENCE: PCCDFNOT004