

REGISTER NUMBER: 353

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 31/03/2008

Case number: 2008-197

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
Greece

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

Human Resources Service

3/ Name of the processing

Establishment and maintenance of personal files at Cedefop

4/ Purpose or purposes of the processing

The purpose of the data processing is to collect all the necessary documents for the application of the Staff Regulations (selection and recruitment, rights and obligations, career development, administrative status).

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.

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

Please see sections IV a) and IV) b of the attached document

7/ Information to be given to data subjects

Please see section IX of the attached document

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

Please see section VIII of the attached document

9/ Automated / Manual processing operation

Please see section VI of the attached document.

10/ Storage media of data

Please see section V of the attached document.

11/ Legal basis and lawfulness of the processing operation

Please see section III of the attached document.

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

Please see section X of the attached document

13/ Retention policy of (categories of) personal data

Please see section VII of the attached document.

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,

At present, Cedefop does not intend to keep data beyond the abovementioned time limits for historical, scientific or statistical purposes. Should data be kept for such purposes, they will be duly anonymised.

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

Please see section XI of the attached document.

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

AS FORESEEN IN:

Article 27.2.(b)

Processing operations intended to evaluate personal aspects relating to the data subject,

See attached note

17/ Comments

PLACE AND DATE: 21-March 2008

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

INSTITUTION OR BODY: CEDEFOP