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| **REGISTER NUMBER: 368** |
| **NOTIFICATION FOR PRIOR CHECKING** |
| Date of submission: 22/05/2008<br><br>Case number: 2008-315<br><br>Institution: CPVO<br><br>Legal basis: article 27-5 of the regulation CE 45/2001(1)<br><br>*(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**
Mr. Carlos GODINHO
Community Plant Variety Office
3, Boulevard Foch
B.P. 10121, F-49101 ANGERS cedex 02

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

**3/ Name of the processing**
**Procedure governing the engagement and use of temporary agents (TA) in the Community Plant Variety Office (CPVO)**

**4/ Purpose or purposes of the processing**
The processing of personnel data is necessary in order to evaluate candidates for vacant TA's posts within the CPVO.

**5/ Description of the category or categories of data subjects**
Candidates to vacant TA's posts within the CPVO.

**6/ Description of the data or categories of data** *(including, if applicable, special categories of data (article 10) and/or origin of data)*
The selection procedure for recruiting TA's for vacant posts in the CPVO can be carried out in two ways. Either the European Communities Personnel Selection Office (EPSO) organises on request of the CPVO a selection procedure following the same standards as for general officials' competitions (Article 3.1) EPSO provides the CPVO with a short list of successfully tested candidates, which the CPVO invites for interviews (see procedure below). The CPVO can also organise the selection procedure in accordance with Article 3.2, 3.3 and Article 4 of the decision. In this case, the vacancy notice is published via official means (CPVO web site, EPSO, Interagency job market etc). Candidates wishing to apply send in their applications with a detailed CV (no specific requirement), the application form filled in (see application form in annex 1), together with a motiviation letter to the HR service. The HR officer acknowledges receipt of the application using a standard form (see end of annex 1) indicating the selection candidate number. In an Excel sheet, the HR officer records the following personnel data for each candidate: candidate number/ name/title/firstname/languages spoken and written/last employment.

Once the deadline has elapsed, all the applicaitons go to each member of the selection committee. This selection committee is composed of 3 to 5 members designated by the President and the Staff Committee.

The Selection Committee shall evaluate the applications received and select those meeting the eligibility criteria and matching best the selection criteria required as per vacancy notice. The Selection Committee shall invite the selected candidates to written tests and interviews. Minutes of the Committee meetings shall be drawn up setting out the reasons for any decisions taken. After the tests and interviews the Selection Committee shall propose a short list of successful candidates to the Authority empowered to conclude contracts of employment (AHCC), who may establish a reserve list of successful candidates. Candidates shall be informed of the outcome of the written tests and interviews, as well as the enrolment to the reserve list.

The draft decision is annexed to this notification (annex 2).

7/ Information to be given to data subjects
A privacy statement with the name of the controller is put on the intranet, with the publication of the vacancy notice. (annex 3)

8/ Procedures to grant rights of data subjects *(rights of access, to rectify, to block, to erase, to object)*
Upon requests, data subjects have the possibility to modify their data, except merits and skills, even after the deadline for submitting applications (as stated at the end of the application form).

9/ Automated / Manual processing operation
There is no automated procedure. Only manual procedures.

10/ Storage media of data
On paper in files per selection procedure. In an electronic Excel sheet for a limited number of personal data (see question 6).

11/ Legal basis and lawfulness of the processing operation
Recruitement procedure as provided for by the Conditions of Employent of Other Servants (Articles 2 and 15).

12/ The recipients or categories of recipient to whom the data might be disclosed
The data are disclosed to the members of the selection committee and the Human Resources service. The members of the committee are asked to return all documents to the HR service upon completion of the selection procedure. If the members have received data in electronic format (by email for example), they are asked to destroy the data received from their computers upon completion of the selection procedure.

13/ retention policy of (categories of) personal data
Data are kept on paper and (some) in electronic format for a period of 24 months as regards unsucessful candidates (see annex 4) by the HR department. As regards sucessful candidates, the data is kept in the personal file. No retention policy has been adopted yet.

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)*

No procedure adopted. A request to block or erase data would be dealt with an a case by case basis.

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,*

N/A

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| 15/ Proposed transfers of data to third countries or international organisations<br>Data are not transfered to anyone outside the Office. |
| 16/ The processing operation presents specific risk which justifies prior checking (*please describe*):<br>CVs and application forms contain a lot of personal data. The minutes of the selection committee contain evaluations of candidates. If this data would not be processed in a controlled manner and to a restricted number of persons, the integrity of individuals would be at risk.<br><br>AS FORESEEN IN:<br><br>Article 27.2.(a)<br>Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,<br><br>**Article 27.2.(b)**<br>**Processing operations intended to evaluate personal aspects relating to the data subject,**<br>Article 27.2.(c)<br><br>Article 27.2.(d)<br><br>Other (general concept in Article 27.1) |
| 17/ Comments |
| PLACE AND DATE:<br><br>DATA PROTECTION OFFICER:<br><br>INSTITUTION OR BODY: |