

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 17-06-2008

Case number: 2008-384

Notification of: EMSA

Legal basis: Article 27-5 of the regulation CE n° 45/2001⁽¹⁾

INFORMATION TO BE GIVEN²

Name and address of the controller

Controller: JACOB TERLING

Delegated Controller: CRISTINA ROMAY LOPEZ

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

European Maritime Safety Agency (EMSA)
(Human Resources)

Name of the processing

Recruitment of Trainees within the Traineeship scheme in EMSA.

Purpose or purposes of the processing

The traineeship program aims to provide trainees with work experience in the field of maritime safety legislation, response to pollution at sea and cooperation among member states in safety at sea matters. In-service training enables trainees to acquire practical experience by means of their work and put into practice the knowledge they have acquired during their academic studies or professional careers in the areas of maritime safety, communication or administration.

¹ OJ L 8, 12.01.2001.

² Please attach all necessary backup documents

Description of the category or categories of data subjects

Applicants for the positions

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

European CV: surname, first name, telephone, fax, e-mail, address, nationality, date of birth, gender, work experience, education and training, mother tongue, knowledge of other languages, personal skills and competences, other skills and competences, driving licence.

Motivation letter.

Copies of diplomas and certificates and, eventually, copies of employment transcripts.

Legal Entity and Financial Identity Forms (for those who were selected for the traineeships in order to reimburse their travel costs and provide with a grant.)

(See also “Request for a trainee” form in Annex I)

Information to be given to data subjects

A disclaimer on personal data protection is placed on the vacancies webpage run by Human Resources: <http://www.emsa.europa.eu/end179d006.html>

“Any personal data provided by the Applicant shall be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movements of such data. It shall be processed solely for the purposes of the recruitment exercise. The Applicant shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should the Applicant have any queries concerning the processing of his/her personal data, (s)he shall address them to the delegated controller of the data, Head of Human Resources section.

The Applicant shall have right of recourse at any time to the [European Data Protection Supervisor](#).

For more on personal data protection and related documents see the [Personal Data Protection page](#).”

Moreover, there is a link to the EDPS webpage and to the webpage of EMSA’s DPO with more detailed information on data protection: <http://www.emsa.europa.eu/end179d008.html>

Procedures to grant rights of data subjects

The applicants can inform EMSA about any change of data. For the purpose of benefiting from their rights as ensured by the Reg. 45/2001, they can always contact a head of human resources sector or the DPO.

Automated / manual processing operation

Manual

Legal basis of the processing operation

Regulation (CE) n° 1406/2002 of the European Parliament and of the Council establishing a European Maritime Safety Agency, amended by Regulations (CE) N° 1644/2003 and 724/2004.

Director's Decision no. 2007/30 of 31.10.2007 relating to the rules governing the traineeship scheme of EMSA (Annex II).

Moreover, the operation is performed in public interest (Reg. 45/2001, art. 5(a)), so EMSA could:

- provide young university graduates with unique experience of working in EMSA;
- enable such trainees to acquire practical experience and knowledge of the work of the Agency;
- provide young university graduates with an opportunity to put in practice their knowledge acquired during their studies;
- create long-term "good will ambassadors" for European ideas and values.

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

Human Resources Sector (person(s) in charge of supporting the Selection Committee)

Members of the Selection Committee

Heads of units or heads of sectors that select a trainee or other persons who would work with the trainee

Executive Director (list of admitted trainees)

For payments (grants and travel expenses) – relevant person in Human Resources, EMSA Financial Cell, Accounting Officer.

General indication of the time limits

for blocking and/or for erasing

of the different categories of data (*Please, specify the time limits for every category, if applicable*)

The issue needs to be addressed in the future. EMSA being a young Agency, so far we keep all the documents relating to this processing operation. (At the moment of submitting the invitation the first edition of the scheme had not been yet completed)

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

Proposed transfers of data to third countries or international organisations

None

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,

Comments

We only have had the first call for applicants and we received the first batch of applications but we have not chosen the trainees yet. The first training period may start in autumn, so this is nearly a real prior check.

Place and date: Lisbon, 2008

Data Protection Officer: Malgorzata Nesterowicz

Institution or body: European Maritime Safety Agency