

**NUMERO DE REGISTRE: 376**

**NOTIFICATION DE CONTRÔLE PREALABLE**

Date de soumission :18/06/2008

Numéro de dossier : 2008-387

Institution : Conseil de l'Union européenne

Base légale : article 27-5 du Règlement CE 45/2001<sup>(1)</sup>

*(1) OJ L 8, 12.01.2001*

**INFORMATIONS NECESSAIRES (2)**

*(2) Merci de joindre tout document utile*

**1/ Nom et adresse du responsable du traitement**

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**2/ Services de l'institution ou de l'organe chargés du traitement de données à caractère personnel**

GSC Security Office (9231)

DGA1A Training Dept. (7628)

**3/ Intitulé du traitement**

eHEST training (Computer based Hostile Environment Security Training)

**4/ La ou les finalités du traitement**

The purpose is as follows; 1. To raise the security awareness in order to mitigate risks for all personnel (EU, Member States and third countries) deployed on EU-led missions (ESDP and EUSR) outside the EU in an operational capacity under Title V of the TEU;

2. By ensuring Computer Based Training eHEST is designed to mitigate against the risks of deployment to a hostile environment, thereby protecting the GSC from any claims of breach of duty of care or negligence, from personnel or their families, in the event of a serious incident;

3. To serve as an EU-wide security training standard which will be applied as a norm for all EU-led missions. This will ensure the preservation of the requirements of the provisions set by Article 4 of the regulation 45/2001. The role of the GSC Security Office will be as central point of contact, secretariat and "Registrar" of the certification process.

### **5/ Description de la catégorie ou des catégories de personnes concernées**

Fonctionnaires du Conseil, Experts nationaux détachés, Délégués des Etats membres, Délégués des Etats tiers, Fonctionnaires d'autres institutions communautaires, Fonctionnaires des Etats membres

### **6/ Description des données ou des catégories de données** (en incluant, si nécessaire, les catégories particulières de données (article 10) et/ou l'origine des données)

Name, email, organisation (employer), destination (ESDP, EUSR mission), course results and certification.

### **7/ Informations destinées aux personnes concernées**

Information will be supplied in a privacy disclaimer during the registration process. The European Union is committed to the protection of privacy. The basis for EU policy on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies is Regulation (EC) No°45/2001 of the European Parliament and of the Council of 18 December 2000. This general policy applies to the family of EU institutions' websites available on the intranet and the internet. For the purposes of the eHEST training, we do need certain personal data if we are to provide you with the e-learning services that you are seeking.

Please note that: • A controller (Mr. Alexandro Legein) determines the purposes and means of personal data processing operations and ensures that the service complies with its privacy policy. • Within our institution a data protection officer has the task of ensuring that the Regulation is applied and advises controllers on their obligations.

Information Collection and Use General • For eHEST we collect personal information when you register with our site and when you follow the eHEST training course. • The GSC only collects personal data which are necessary to attain the purpose of validating the user registration and to facilitate the follow-up of the electronic training services offered. The information is not reused for an incompatible purpose. • When you register we ask for information such as your name, email address, organisation, destination (mission). • The Council GSC uses this information for the following general purposes: to validate your registration in the site, to assign you with the appropriate eHEST training course and to follow up your progress as you complete the electronic training. Use of Data • Failure to supply the GSC with your correct personal data or failure to successfully complete the eHEST course may have an impact in your deployment in the field.

Information Sharing and Disclosure The Council GSC does not rent, sell, or share personal information about you with other people or companies Your Ability to Edit and Delete Your Account Information and Preferences You can edit your eHEST Account Information at any time.

Confidentiality and Security • We limit access to personal information about you to staff members who need to come into contact with that information as part of their professional duty. • We have physical, electronic, and procedural safeguards that comply with the Council's security regulations to protect all the data stored in our servers. • The user and training data are preserved in the system for a variable period of time, which depends on the actual dependencies that apply in each case. Contractual dependencies (e.g. proof for ability to execute a contract), Administrative dependencies (e.g. insurance coverage), Human Resources Management dependencies (e.g. extraction of training statistics).

### **8/ Procédures garantissant les droits des personnes concernées** (droits d'accès, de faire rectifier, de faire vérouiller, de faire effacer, d'opposition)

Section 5 de la Décision du Conseil du 13.9.2004: 2004/644/CE (JO L n° 296, 21.9.2004, p.20)

### **9/ Procédures de traitement automatisées / manuelles**

eHEST is a web-based training application with an automated evaluation function. Users are required to submit their data as part of the online registration process (name, email, organisation, destination). The eHEST training programme envisages three tests, two of which are required to proceed to the next stage. The final test leads to certification. The results and answers to the questions are to be stored in the eHEST database.

eHEST envisages a mixed manual/automated process as follows; The registration process is evaluated manually by the GSC Security Office. Only those applications that are validated by the Security Office shall be granted access to the system. Secondly, the grading of the training programme is registered automatically. Answers to the questions are automatically evaluated by the system without manual intervention.

#### **10/ Support de stockage des données**

#### **11/ Base légale et licéité du traitement**

The EU's policy which apply with regard to personnel deployed outside the EU in an operational capacity under title V of the TEU (doc 9490/06 - Field Security Policy lays down the duty-of-care principles). Other legal bases which are also relevant include; - Article 14 of the TEU; - Article 207, paragraph 2, of the EC Treaty - Article 23, paragraph 2, sub-paragraph 2, of the Council's Rules of Procedure (Council Decision 2006/683/EC, Euratom)

The objective of eHEST training initiative is to protect the Council from any breach of liability of duty of care for personnel deployed to any EU operation, mission or action, including preparatory missions, rated LOW to MEDIUM by SITCEN and conducted under Title V of the Treaty of the European Union. To conclude, processing is necessary for the performance of a task carried out in the public interest (Article 5.a). Articles 5.b and c are also applicable.

#### **12/ Destinataires ou catégories de destinataires auxquels les données sont susceptibles d'être communiquées**

GSC Training Dept (DGA 1A) - Consultation rights DGA5 - Consultation/modification rights

#### **13/ Politique de conservation des données personnelles (ou catégories de données)**

Storage will be for the duration of the mission.

#### **13 a/ Dates limites pour le verouillage et l'effacement des différentes catégories de données**

(après requête légitime de la personne concernée)

*(Merci d'indiquer les dates limites pour chaque catégorie, si nécessaire)*

Following a justified/legitimate request addressed to the GSC Security Office the authorised personnel will treat such requests immediately.

#### **14/ Finalités historiques, statistiques ou scientifiques**

*Si vous conservez les données pour des périodes plus longues que celles mentionnées ci-dessus, merci d'indiquer, si nécessaire, ce pourquoi les données doivent être conservées sous une forme permettant l'identification.*

The GSC has a duty of care for all personnel being deployed outside the EU in an operational capacity under Title V of the Treaty of the European Union. This is defined as the obligation to exercise a level of care towards an individual, as is reasonable in all circumstances, to avoid injury to that individual or his property. The eHEST training programme is designed to meet this obligation for mission staff to manage their personal security in a hostile mission environment. The purpose of keeping the identification of data subjects longer than that foreseen above will be for the Security Office to maintain records for insurance purposes in the event of subsequent missions

#### **15/ Transferts de données envisagés à destination de pays tiers ou d'organisations internationales**

No data transfer foreseen.

**16/ Le traitement présente des risques particuliers qui justifient un contrôle préalable :** *(Merci de décrire le traitement) :*

With reference to the letter of 16 June 2008 of the Assistant Supervisor: the compulsory nature of the training followed by an evaluation and certification which may influence the career of the data subjects.

comme prévu à:

Article 27.2.(b)

Les traitements destinés à évaluer des aspects de la personnalité des personnes concernées, tels que leur compétence, leur rendement ou leur comportement,

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**17/ Commentaires**

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LIEU ET DATE: Bruxelles, le 18 juin 2008

DELEGUE A LA PROTECTION DES DONNEES: Pierre Vernhes

INSTITUTION OU ORGANE COMMUNAUTAIRE: Conseil de l'Union européenne

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