

**REGISTER NUMBER: 380**

**NOTIFICATION FOR PRIOR CHECKING**

Date of submission: 25/06/2008

Case number: 2008-396

Institution: FRA

Legal basis: article 27-5 of the regulation CE 45/2001 <sup>(1)</sup>

*(1) OJ L 8, 12.01.2001*

**INFORMATION TO BE GIVEN<sup>(2)</sup>**

*(2) Please attach all necessary backup documents*

**1/ Name and adress of the controller**

Constantinos Manolopoulos (Head of Administration)  
European Union Agency for Fundamental Rights (FRA)  
Rahlgasse 3, A-1060 Vienna  
tel: + 43 1 58030611; email: costantinos.manolopoulos@fra.europa.eu

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

Unit Administration, Personnel

**3/ Name of the processing**

Salaries including social contributions

**4/ Purpose or purposes of the processing**

Establishment of remuneration rights and monthly payment of salaries including social contributions in accordance to Staff Regulations.

**5/ Description of the category or categories of data subjects**

All staff recruited pursuant to the Staff Regulations and the Conditions of employment of other servants(i.e TA and CA) and staff in invalidity allowance.

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

Name, surname, personal number, NUP, grade, category, step, bank details including account number, date of birth, gender, nationality, country of residence, civil status, name and date of birth of dependants (i.e. spouse, children, assimilated persons), starting date in FRA, type of contract, percentage of working activity.  
Personal Contact Data, Pay, Allowances and bank accounts. All staff recruited pursuant Staff Regulations and CEOS, staff in invalidity allowance.

#### **7/ Information to be given to data subjects**

Initially, Data subjects are informed through the recruitment notice: call of expression of interest. Upon recruitment: a) agents receive a document entitled establishments of rights at recruitment (Annex I). b) The form "Fiche pour la fixation de la remuneration" is communicated to PMO (see Annex II)

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

Data subjects have the right to access, rectify and object. No access to erase and block.

#### **9/ Automated / Manual processing operation**

Step 1: Electronically Receiving monthly payslips from PMO. Checking data and producing financial payment tables.  
Step 2: Receiving the paper payslips by post from PMO and distributing them to staff members.  
Step 3: Collection of data from the data subject and providing modifications for following salaries to PMO.  
Relates to process trasfering of data to PMO.

#### **10/ Storage media of data**

Electronically in a PDF file as received by PMO and physically as paper copies in files in locked cupboards. Restricted access to locations and electronic files is given to specific staff members.

#### **11/ Legal basis and lawfulness of the processing operation**

Staff Regulations of Officials of the European Communities and Conditions of Employment of Other Servants of the European Communities and in particular Titles II and IV of the CEOS and Annexes XII and XIII of the Staff Regulations.  
Art. 5 (a), (b), (c) and (d) of Reg. 45/2001

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

Specific personnel staff.

#### **13/ Retention policy of (categories of) personal data**

Kept permantely

#### **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,

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

Not Applicable

**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,

**17/ Comments**

Annex I: Establishment of rights at recruitment  
AnnexII: Fiche pour la fixation de la remuneration  
Annex III: LE an BA forms  
Annex IV: Transfer request  
Annex V: Household allowance  
Annex VI: Installation allowance  
Annex VII: FAX to be sent to PMO

PLACE AND DATE: 24.06.2008

DATA PROTECTION OFFICER: Nikolaos FIKATAS (Data Protection Officer of FRA)

INSTITUTION OR BODY: FRA