

REGISTER NUMBER: 400
NOTIFICATION FOR PRIOR CHECKING
<p>Date of submission: 31/07/2008</p> <p>Case number: 2008-477</p> <p>Institution: European Parliament</p> <p>Legal basis: article 27-5 of the regulation CE 45/2001⁽¹⁾</p> <p style="text-align: right;"><i>(1) OJ L 8, 12.01.2001</i></p>
INFORMATION TO BE GIVEN⁽²⁾
<i>(2) Please attach all necessary backup documents</i>
<p>1/ Name and adress of the controller Luc Vandenitte, ASP 02F264, Brussels, tel. 41534</p>
<p>2/ Organisational parts of the institution or body entrusted with the processing of personal data Advisory Committee on Harassment and its Prevention at the Workplace</p>
<p>3/ Name of the processing Prevention of Harassment</p>
<p>4/ Purpose or purposes of the processing To promote a peaceful and productive working environment; prevent and/or stop any harassment of staff (officials and other servants) of the European Parliament; play a role of conciliation nad mediation, training and information; play an active role within Parliament's existing health promotion network</p>
<p>5/ Description of the category or categories of data subjects Staff members of the European Parliament (as complainants to the Committee <u>or</u> as persons about whose actions complaints are made)</p>
<p>6/ Description of the data or categories of data(<i>including, if applicable, special categories of data (article 10) and/or origin of data</i>) Data about the conduct of data subjects (complainants or persons about whom they complain), concerning the data subject's career and any data connected with a case, including health-related data, may be considered by the Committee</p>
<p>7/ Information to be given to data subjects</p>

<p>There is a general privacy statement on the Internet under "legal notice" (http://www.europarl.europa.eu/news/public/default_en.htm). Specifically for this operation, staff have been informed of the purpose of processing, the legal basis of the operation and of the data controller (see attached "Internal Rules for the Advisory Committee on Harassment and its Prevention at the Workplace" of 21 February 2006 and the decision of 23 January 2008). The notification in the DPO's (Article 25) register states the retention period.</p>
<p>8/ Procedures to grant rights of data subjects (<i>rights of access, to rectify, to block, to erase, to object</i>) In general, implementing rules relating to Regulation (EC) No 45/2001 contained in the Bureau decision of 22 June 2005 provide for the right of data subjects in Articles 8 - 13. Specifically for this operation, Article 13 of the internal rules of 21 February 2006 provides for the Committee to remain in contact with the staff member concerned to ensure follow-up. This implies giving information about the progress of the case.</p>
<p>9/ Automated / Manual processing operation Manual processing of a structured set of data accessible according to given criteria</p>
<p>10/ Storage media of data Paper (and password-protected Word documents)</p>
<p>11/ Legal basis and lawfulness of the processing operation Staff Regulations (EC), in particular Article 12b; Internal Rules of 21 February 2006</p>
<p>12/ The recipients or categories of recipient to whom the data might be disclosed The Committee may report in confidence to the Secretary-General. Recommendations may be made to line management, but this need not imply a data transfer.</p>
<p>13/ retention policy of (categories of) personal data Records are retained for as long as the data subject is still potentially active as a staff member (that is, until the 67th birthday).</p>
<p>13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject) <i>(Please, specify the time limits for every category, if applicable)</i> In general, implementing rules relating to Regulation (EC) No 45/2001 contained in the Bureau decision of 22 June 2005 provide for the rights of data subjects in Articles 8 - 13. Blocking and erasure are covered in Articles 11 and 12 respectively.</p>
<p>14/ Historical, statistical or scientific purposes <i>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,</i></p>
<p>15/ Proposed transfers of data to third countries or international organisations</p>
<p>16/ The processing operation presents specific risk which justifies prior checking (<i>please describe</i>):</p>

AS FORESEEN IN:

☐ Article 27.2.(a)✓

Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

Yes

☐ Article 27.2.(b)✓

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

Yes

☐ Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

☐ Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

☐ Other (general concept in Article 27.1)

17/ Comments

PLACE AND DATE: **Luxembourg, 30 July 2008**

DATA PROTECTION OFFICER: **Jonathan Steele**

INSTITUTION OR BODY: **European Parliament**