

REGISTER NUMBER: 422

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 14 November 2008

Case number: 2008-685

Institution: European Parliament

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

(1) OJ L 8, 12.01.2001

INFORMATION TO BE GIVEN⁽²⁾

(2) Please attach all necessary backup documents

1/ Name and address of the controller

Mr ALBERTO ROSSETTI - KAD 02G027 Luxembourg - Tel: 00352 4300 22032 -
alberto.rossetti@europarl.europa.eu

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

DG - PERS - STAFF MANAGEMENT AND CAREERS UNIT - - LUXEMBOURG

3/ Name of the processing

Outside activities of staff

4/ Purpose or purposes of the processing

Regulation in accordance with Staff Regulations of outside activities of staff,
including publication of texts and standing for public office

5/ Description of the category or categories of data subjects

Officials and other staff

<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>)</p> <p>Data in form of personal identification numbers, concerning the data subject's family (spouse's professional activity), concerning the data subject's career and assessment of outside activity, assessment of whether text proposed for publication is prejudicial to EU interests, assessment of compatibility of public office with staff functions. Data on spouse's professional activities required to assess whether any conflict of interests (Art.13 SR)</p>
<p>7/ Information to be given to data subjects</p> <p>Specifically for these operations, the application forms inform staff of the legal basis (see attached forms).</p>
<p>8/ Procedures to grant rights of data subjects (<i>rights of access, to rectify, to block, to erase, to object</i>)</p> <p>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 these operations, the final decision or letter is sent to the official and placed in the official's personal file (so obviating the need to request access).</p>
<p>9/ Automated / Manual processing operation</p> <p>Manual and partially automated processing of a structured set of data accessible according to given criteria</p> <p>10/ Storage media of data</p> <p>Paper and Word files (password protected) during processing. PDF in STREAMLINE</p>
<p>11/ Legal basis and lawfulness of the processing operation</p> <p>Staff Regulations, in particular Articles 11-18</p>
<p>12/ The recipients or categories of recipient to whom the data might be disclosed</p> <p>Director-General of staff member, Leave Office where there is entitlement to absence.</p>
<p>13/ retention policy of (categories of) personal data</p> <p>Final decisions are entered in personal files and so subject to those retention limits</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>)</p> <p>Final decisions are entered in personal files and so subject to those retention limits (specifically, ten years from the date of the last payment including a pension payment to the official or a successor in the case of pension payments, for example).</p>
<p>14/ Historical, statistical or scientific purposes</p> <p><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>None</p>
<p>15/ Proposed transfers of data to third countries or international organisations</p> <p>None</p>

16/ The processing operation presents specific risk which justifies prior checking (*please describe*):

AS FORESEEN IN:

Article 27.2.(a)

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

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, 14 November 2008

DATA PROTECTION OFFICER: Jonathan Steele

INSTITUTION OR BODY: European Parliament