

REGISTER NUMBER: 424

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 18/11/2008

Case number: 2008-690

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

Assessment of third language before first promotion

4/ Purpose or purposes of the processing

Assessment in accordance with Staff Regulations of the third language of an official prior to the first promotion.

5/ Description of the category or categories of data subjects

Officials; contract staff in function group IV before renewal of contract for an indefinite period

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

Data in form of personal identification numbers, concerning the data subject's recruitment and career, concerning qualifications, language test results

7/ Information to be given to data subjects

There have also been general communications to staff on 6 June 2007, 21 September 2007 and 25 August 2008. There is individual contact with affected staff as required (see attached samples).

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

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, there are individual communications with staff (see for example the attached example of rectification - Case A).

9/ Automated / Manual processing operation

Manual and partially automated processing of a structured set of data accessible according to given criteria

10/ Storage media of data

Paper and Word files during processing.

11/ Legal basis and lawfulness of the processing operation

Staff Regulations, in particular Articles 11-18

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

Data communicated to EPSO where an EPSO test is organised

13/ retention policy of (categories of) personal data

Final promotion decisions are entered in personal files and so subject to those retention limits

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)

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).

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,

None

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

None

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, 18 November 2008

DATA PROTECTION OFFICER: Jonathan Steele

INSTITUTION OR BODY: European Parliament

