

REGISTER NUMBER: 444

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 16/12/2008

Case number: 2008-771

Institution: European Commission

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 adress of the controller

2) Name and First Name of the Controller: MEERSMAN Bartel

3) Title: Head of Unit

4) Directorate, Unit or Service to which the Controller is attached: D.6

5) Directorate General to which the Controller is attached: JRC

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

26) External Company or Directorate General to which the Processor is attached:

25) External Company or Directorate, Unit or Service to which the Processor is attached:

3/ Name of the processing

PRESENCE REGISTRATION OF STAFF AT JRC-IRMM IN GEEL

4/ Purpose or purposes of the processing

Facilitate the flexitime registration for IRMM staff.

5/ Description of the category or categories of data subjects

14) Data Subject(s) concerned:

All JRC.D staff having opted for flexitime and having expressed their wish to use the pre-load.

16) Category(ies) of Data Subjects:

All JRC.D staff having opted for flexitime and having expressed their wish to use the pre-load.

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

17) Data field(s) of Data Subjects:

Attention: Please indicate and describe in the answer to this question also data fields which fall under article 10

The personal number, entrance data and exit data are taken from the local access control system (ACCESS CONTROL AT JRC-IRMM IN GEEL DPO-1177). The personal number is used to pre-load the entrance/exit data in flexitime (SYSPER2 - Time Management Flexitime inclus DPO-1413).

No data is stored by the information system during the process.

Article 10 is not applicable.

18) Category(ies) of data fields of Data Subjects:

Attention: Please indicate and describe in the answer to this question also categories of data fields which fall under article 10

The personal number, entrance data and exit data are taken from the local access control system (ACCESS CONTROL AT JRC-IRMM IN GEEL DPO-1177). The personal number is used to pre-load the entrance/exit data in flexitime (SYSPER2 - Time Management Flexitime inclus DPO-1413).

No data is stored by the application during the process.

Article 10 is not applicable.

7/ Information to be given to data subjects

15a) Which kind of communication(s) have you foreseen to inform the Data Subjects as described in articles 11 - 12 under 'Information to be given to the Data Subject'

The data subjects will be informed by a privacy statement.

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

15b) Which procedure(s) did you put in place to enable Data Subjects to exert their rights: access, verify, correct, etc., their Personal Data as described in articles 13 - 19 under 'Rights of the Data Subject' :

Contact with Local Security Officer (LSO) enables access to the badge information. Name and coordinates LSO is distributed on posters on different locations all around the site.

All JRC.D staff having opted for flexitime have access to Sysper2 flexitime.

9/ Automated / Manual processing operation

7) Description of Processing:

Attention: Please describe in the answer to this question if you process personal data falling under article 27 "Prior-Checking (by the EDPS - European Data Protection Supervisor)"

The information system loads presence data from:

- the access control system installed on the site of the JRC Institute for Reference Materials and Measurements in Geel (ACCESS CONTROL AT JRC-IRMM IN GEEL DPO-1177),
- into the Commission's flexitime system (SYSPER2 - Time Management Flexitime inclus DPO-1413).

The information system does this, by reading a list from the access control system. The list contains entries for IRMM staff who want their data to be loaded into Sysper2/TIM: the personal number, the entrance data and exit data. It uses the personal number to load the entrance/exit data in flexitime using the TIM API. If data is already present in Sysper2/TIM it is not overwritten. The data loaded can be changed as if it were entered manually, according to the rules applicable in Sysper2/TIM.

No data is stored by the information system during the process.

Article 27 is applicable.

8) Automated Processing operation(s):

The information system loads presence data from:

- the access control system installed on the site of the JRC Institute for Reference Materials and Measurements in Geel (ACCESS CONTROL AT JRC-IRMM IN GEEL DPO-1177),
- into the Commission's flexitime system (SYSPER2 - Time Management Flexitime inclus DPO-1413).

The information system does this, by reading a list from the access control system. The list contains entries for IRMM staff who want their data to be loaded into Sysper2/TIM: the personal number, the entrance data and exit data. It uses the personal number to load the entrance/exit data in flexitime using the TIM API. If data is already present in Sysper2/TIM it is not overwritten. The data loaded can be changed as if it were entered manually, according to the rules applicable in Sysper2/TIM.

No data is stored by the information system during the process.

9) Manual Processing operation(s):

Not applicable.

10/ Storage media of data

<p>11/ Legal basis and lawfulness of the processing operation</p> <p>11) Legal basis of Processing:</p> <p>? Staff Regulations of officials and Conditions of employment of other servants. ? Communication of the Commission on the use of flexitime in the Commission services SEC(2006) 956 of 19.07.2006. ? Administrative notice n° 62-2006 dated 21/12/2006: guide to flexi-time.</p> <p>The pre-load will only be done for data subjects who have unambiguously given their consent.</p> <p>12) Lawfulness of Processing: Answering this question please also verify and indicate if your processing has to comply with articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)"</p> <p>The processing of personal data is lawfull following art 5a and art 5d.</p> <p>Article 27 is applicable.</p>
<p>12/ The recipients or categories of recipient to whom the data might be disclosed</p> <p>20) Recipient(s) of the Processing:</p> <p>The data subjects themselves.</p> <p>21) Category(ies) of recipients:</p> <p>All JRC.D staff having opted for flexitime and having expressed their wish to use the pre-load.</p>
<p>13/ retention policy of (categories of) personal data</p> <p>No data is stored by the application.</p>
<p>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) (on justified legitimate request from the data subject) (Please, specify the time limits for every category, if applicable)</p> <p>22 b) Time limit to block/erase data on justified legitimate request from the data subjects</p> <p>No data is stored by the application.</p>
<p>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,</p>

22 c) 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

No data is stored by the application.

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

27) Legal foundation of transfer:

Only transfers to third party countries not subject to Directive 95/46/EC (Article 9) should be considered for this question. Please treat transfers to other community institutions and bodies and to member states under question 20.

Not applicable.

28) Category(ies) of Personal Data or Personal Data to be transferred:

Not applicable.

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

7) Description of Processing:

Attention: Please describe in the answer to this question if you process personal data falling under article 27 "Prior-Checking (by the EDPS - European Data Protection Supervisor)"

The information system loads presence data from:

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No data is stored by the information system during the process.

Article 27 is applicable.

12) Lawfulness of Processing:

Answering this question please also verify and indicate if your processing has to comply with articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)"

The processing of personal data is lawfull following art 5a and art 5d.

Article 27 is applicable.

☐ Article 27.2.(a) Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

n/a

☐ Article 27.2.(b) Processing operations intended to evaluate personal aspects relating to the data subject,

Article 27.2.(b) Processing operations intended to evaluate personal aspects relating to the data subject,

☐ Article 27.2.(c) Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

n/a

☐ Article 27.2.(d) Processing operations for the purpose of excluding individuals from a right, benefit or contract,

n/a

☐ Other (general concept in Article 27.1)

n/a

17/ Comments

1) Date of submission:

10) Comments if applicable:

A simplified version of the software of DG INFSO is used for doing the pre-load. This software already went through the notification process. The planning is to go live on 1/1/2009.

36) Do you publish / distribute / give access to one or more printed and/or electronic directories?

Personal Data contained in printed and/or electronic directories of users and access to such directories shall be limited to what is strictly necessary for the specific purposes of the directory.

If Yes, please explain what is applicable.

no

37) Complementary information to the different questions if applicable, including attachments to this notification which should not be public :

PLACE AND DATE:16/12/2008

DATA PROTECTION OFFICER: Administrator

INSTITUTION OR BODY:European Commission