

REGISTER NUMBER:484

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 15/02/2009

Case number: 2009-142

Institution: ENISA

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

Andreas Mitrakas, ENISA, PO Box 1309, 71001 Heraklion, Greece

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

Administration Department / Human Resources

3/ Name of the processing

selection, taking up duties and recruitment procedures

4/ Purpose or purposes of the processing

personnel selection, recruitment and uptaking of duties

5/ Description of the category or categories of data subjects

candidates for employment or selected personnel

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

name, address, DOB, employment history data, address etc.

7/ Information to be given to data subjects

scope of the collection, fields of data collected

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

As per ENISA Implementing rules that have been notified to EDPS

<p>9/ Automated / Manual processing operation Manual, with support of semi automated tools such as spreadsheets, word processors etc.</p>
<p>10/ Storage media of data On paper mostly. Small amount of electronic data stored as it might become available to the Agency.</p>
<p>11/ Legal basis and lawfulness of the processing operation Staff Regulations</p>
<p>12/ The recipients or categories of recipient to whom the data might be disclosed ENISA, Commission PMO, JSIS, other insurance as provided within the framework SR</p>
<p>13/ retention policy of (categories of) personal data Max 5 years. However the Agency only started operations on 1 Sep 05, less than 5 years ago.</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> n/a</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> Limited, as appropriate. It mostly concerns data aggregates</p>
<p>15/ Proposed transfers of data to third countries or international organisations None</p>
<p>16/ The processing operation presents specific risk which justifies prior checking (<i>please describe</i>): Compliance with Data Protection regulation should be sought.</p> <p>AS FORESEEN IN:</p> <p><input type="checkbox"/> Article 27.2.(a) Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,</p> <p><input type="checkbox"/> Article 27.2.(b) Processing operations intended to evaluate personal aspects relating to the data subject,</p> <p>yes</p> <p><input type="checkbox"/> Article 27.2.(c) Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,</p> <p>n/a</p>

Article 27.2.(d)

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

no

Other (general concept in Article 27.1)

17/ Comments

Andreas Mitrakas, DPO, ENISA

PLACE AND DATE:

DATA PROTECTION OFFICER:

INSTITUTION OR BODY: