

REGISTER NUMBER: 514
NOTIFICATION FOR PRIOR CHECKING
Date of submission: 7/7/2009
Case number: 2009-453
Institution: ECDC
Legal basis: article 27-5 of the regulation CE 45/2001(1)
<i>(1) OJ L 8, 12.01.2001</i>
INFORMATION TO BE GIVEN(2)
<i>(2) Please attach all necessary backup documents</i>
1/ Name and adress of the controller
Jessica Mannheim, Head of Human Resources Section. Tomtebodavagen 11 A SE 17183 Stockholm, jessica.mannheim@ecdc.europa.eu
2/ Organisational parts of the institution or body entrusted with the processing of personal data
Human Resources, Administrative services unit.
3/ Name of the processing
Selection of SNEs.
4/ Purpose or purposes of the processing
To select candidates for Seconded National Experts.
5/ Description of the category or categories of data subjects
Candidates to Seconded National Experts position. All data is collected from the data subjects. Some data can be sent by national institution who recommend the expert (could be the Ministry of Health).
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>)
Categories of data include personal and contact details of the candidate (family name, name, date of birth, gender, nationality, private address, e-mail address, telephone) and data on the profile of the applicant which are relevant for the selection procedure (CV in European format, motivation letter). Categories of personal data whose processing is prohibited, with exceptions, by Regulation 45/2001 may include data: revealing racial or ethnic origin (photo if included in the Europass CV). Data likely to present specific risks may include data: processing operations intended to evaluate personal aspects relating to the data subject (Curriculum Vitae). Other categories of personal data may include data: concerning the physical characteristics of persons (if photo In the CV).
7/ Information to be given to data subjects
A Privacy Statement has been developed and is included in the recruitment section of ECDC website.
8/ Procedures to grant rights of data subjects (<i>rights of access, to rectify, to block, to erase, to object</i>)

Applicants have the right to access and rectify the information concerning them stored by the Centre. After the closing date of submitting candidatures, rectification of data related to the eligibility and selection criteria is not possible; identification data can instead be rectified at any time. Request for modification may be submitted by email to the Data Controller and/or to the SNEs recruitment functional mailbox as clearly indicated in every vacancy notice. Candidates can obtain the erasure of their data if the processing is unlawful and are informed about their right to recourse to EDPS, as described in the privacy statement on ECOC website.
9/ Automated / Manual processing operation
Processing of data is non-automated; data is processed manually.
10/ Storage media of data
Electronic files are stored on a shared directory (e.g. applications sent by email). Most electronic files (essentially application documents) are stored in paper format. Both electronic and paper files are protected and their access is restricted (see item 18).
11/ Legal basis and lawfulness of the processing operation
Legal basis (Treaty, Regulation, Decision, etc.) for this processing operation are: - ECOC founding regulation 851/2004 - Internal Procedure of ECDC 06-11:11 - Decision of the Director of ECDC No 35-2009 ("Rules applicable to National Experts on the secondment to European Centre for Disease Prevention and Control"). Moreover the data subject has unambiguously consented to the processing.
12/ The recipients or categories of recipient to whom the data might be disclosed
Recipients of the data are the Recipients of the data are the Head of HR section, the Recruitment Team and Personnel Administration Team in the HR Section, Heads of Unit (and their secretaries) and the Director of ECOC.
13/ retention policy of (categories of) personal data
For selected candidates, data is kept for 10 years as of the termination of employment. Data of non selected candidates is kept for two years following the recruitment procedure.
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)
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>
15/ Proposed transfers of data to third countries or international organisations
No transfer of data is envisaged.
16/ The processing operation presents specific risk which justifies prior checking (<i>please describe</i>):
Processing operations likely to present specific risks may include processing operations intended to evaluate personal aspects relating to the data subject, in particular, to evaluate if the applicant has the requirements to be selected for SNE position. AS FORESEEN IN: <input type="checkbox"/> Article 27.2.(a) Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures, <input checked="" type="checkbox"/> 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, <input type="checkbox"/> 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

ECOC staff members have been informed about confidentiality in processing personal data and are subject to internal rules on confidentiality and data protection, which have been drafted to ensure the compliance of Regulation 45/2001 in all the data processing activities carried on at ECOC. Moreover, staff is reminded about confidentiality and data protection rules when they join the HR Section.

PLACE AND DATE: Stockholm (Sweden), 26/06/2009

DATA PROTECTION OFFICER: Elisabeth Robino

INSTITUTION OR BODY: European Centre for Disease Prevention and CoMrol (ECDC)