

REGISTER NUMBER: 525

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 8/9/2009

Case number: 2009-564

Institution: 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

**KLAUS LOEFFLER
HEAD OF VISITS AND SEMINARS UNIT
PHS 01C003 BRU - 0032 2 28 42103**

2/ Organisational parts of the institution or body entrusted with the processing of personal data
DG Communication - Visits and Seminars Unit

3/ Name of the processing

Manual filing of disability related documents of visitors

4/ Purpose or purposes of the processing

Visitors to the European Parliament in official subsidised visitors groups, who are eligible for an additional subsidy based on disability, need to provide official proof of their disability.

5/ Description of the category or categories of data subjects

Visitors belonging to official subsidised visitors groups, who are eligible for an additional subsidy based on disability.

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

Category of personal data concerning health and personal identification number

7/ Information to be given to data subjects

A standard document will be created to inform those visitors, who are receiving disability related subsidy, about the processing of the data regarding their disability.

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

9/ Automated / Manual processing operation

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

10/ Storage media of data

Photocopies in paper of original documents

11/ Legal basis and lawfulness of the processing operation

Article 16 of European Parliament rules regarding reception of visitors groups (approved by the Bureau of the European Parliament in 2006; modified in 2007, PE 339.476/BUR)

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

Financial personnel of the Visits and Seminar Unit. Budgetary Coordination Unit of the DG Communication.

13/ retention policy of (categories of) personal data

According to Article 49 of Financial Regulation Implementing Rules supporting documents have to retained for 5 years from discharge date.

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)

Date when Visits and Seminars Unit send the file to Budgetary Coordination Unit of the DG Communication for verification

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,

Yes

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,

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, 1 September 2009**

DATA PROTECTION OFFICER: **Jonathan STEELE**

INSTITUTION OR BODY: **European Parliament**