

**REGISTER NUMBER: 528**

**NOTIFICATION FOR PRIOR CHECKING**

Date of submission: 17/9/2009

Case number: 2009-595

Institution: Parliament

Legal basis: article 27-5 of the regulation CE 45/2001<sup>(1)</sup>

*(1) OJ L 8, 12.01.2001*

**INFORMATION TO BE GIVEN<sup>(2)</sup>**

*(2) Please attach all necessary backup documents*

1/ Name and address of the controller

**VASSILIOS KALENTZIS - KAD 03G038 LUXEMBOURG**

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

**Individual Entitlements Unit (Leave Office) DG PERS**

3/ Name of the processing

**Management of leave**

4/ Purpose or purposes of the processing

**Management of leave, including special leave and other categories**

5/ Description of the category or categories of data subjects

**Officials and other staff of the General Secretariat**

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

**Data concerning leave, including reason for leave eg annual leave, sick leave, parental leave, family leave**

7/ Information to be given to data subjects

There is a guide to leave and absence (23 pages) issued on 10 November 2008. Application forms for unpaid leave on personal grounds, family leave and parental leave state "For your application to be processed, all applicable spaces must be completed. Your personal data will be communicated only to the responsible services. You have a right of access to your personal data as well as a right of rectification."

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 rights of data subjects in Articles 8 - 13. Specifically for this operation, data subjects have direct access to leave data in STREAMLINE.

9/ Automated / Manual processing operation

Automated. Applications for leave are made in STREAMLINE. There are paper forms for applications for family and parental leave and unpaid leave on personal grounds. Special documentation may be required for special leave as described in the leave guide pp. 10-12.

10/ Storage media of data

Electronic (Oracle data base)

11/ Legal basis and lawfulness of the processing operation

Staff Regulations, in particular Articles 59-60 and Annex V. Family leave and parental leave are governed by specific decisions of the Secretary General of 18 May 2004.

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

Staff have access to their own leave records in STREAMLINE. Other staff of the same unit can see the fact of an absence but not the reason for it, in accordance with DPO advice. Family and parental leave applications (and unpaid leave on personal grounds) are handled by the Staff Management and Careers Unit of DG PERS.

13/ retention policy of (categories of) personal data

Papers files are retained for 5 years, except for documents which relate to financial transactions (payment in respect of leave not taken on termination of service) which are retained for 7 years. Records in STREAMLINE go back to 2008 when leave processing in STREAMLINE commenced. The application "CONGÉ" contains earlier records.

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

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,

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,

DATA PROTECTION OFFICER: Jonathan Steele

INSTITUTION OR BODY: European Parliament

