

REGISTER NUMBER: 533

NOTIFICATION FOR PRIOR CHECKING (recruitment of non-agents)

Date of submission: 26/10/2009

Case number: 533

Institution: EIB

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

European investment Bank (EIB)
100 Bld Konrad Adenauer
L – 2950 Luxembourg

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

Head of RH/Staffing Division (RH dpt)

3/ Name of the processing

Selection and hire of non-employees (interim staff, trainees, summer students, staff seconded from other organisations)

4/ Purpose or purposes of the processing

Meeting temporary staffing needs, acquiring expert opinion, providing a first "hands-on" experience to young students or graduates, participating in specific projects/initiatives)

5/ Description of the category or categories of data subjects

Non-staff : the following categories are not staff members of the organisation:
interim staff, trainees, students for summer jobs, secondees

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

For all categories : Personal data (name, first name and type of category)

For trainees only : the above information and address, nationality and second nationality, if applicable, birthdate and correspondance language. cv

For secondees only : the above information, address, nationality and second nationality, request and conditions for secondment, cv

7/ Information to be given to data subjects

The information concerning data subjects' rights to access, rectify, block or to erase their personal data is available on the following url:
<http://www.eib.org/about/jobs/data-protection.htm>

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

The privacy statement is included on letters of employment, which provides information on how data subjects can exercise their rights as well as the point of contact.

9/ Automated / Manual processing operation

Data for interim staff and secondees are inputted in PeopleSoft by the responsible persons in HR. Paper filing of interim cvs.

Data for trainees are inputted automatically in the PeopleSoft database (please refer to the annex to the notification concerning external recruitment - case no. 2009-254 - on this), candidate receives an acknowledgement of application and copy of his/her data and cv. Selection of cvs and shortlists : manual

10/ Storage media of data

HR Database (PeopleSoft), internal server (G:// drive), paper, personal files. For details on the transmission of electronic data from the EIB website to the EIB databases please refer to notification "external recruitment"

11/ Legal basis and lawfulness of the processing operation

EIB Statute, annex to EC Treaty, for all types of non-agents

Guidelines for in-house training (Annex), for trainees

Relevant Luxembourgish law (Mémorial de Luxembourg A - 109 (Annexe)), for interim staff

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

Staffing Division, recruiting Directorates, recruiting managers (line managers)

<p>13/ retention policy of (categories of) personal data Interim staff : (paper files) 2 years - indefinite for statistical purposes in PSFT Trainees :(paper files) 5 years (for reasons of establishing working certificates) - indefinite for statistical purposes in PSFT Seconddees : end of secondment + 5 years (paper) - indefinite for statistical purposes in PSFT</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> idem as 13</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> idem as 13</p>
<p>15/ Proposed transfers of data to third countries or international organisations no</p>
<p>16/ The processing operation presents specific risk which justifies prior checking (<i>please describe</i>):</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><input type="checkbox"/> Article 27.2.(d) Processing operations for the purpose of excluding individuals from a right, benefit or contract,</p>
<p>17/ Comments</p>

PLACE AND DATE: Luxembourg, 21 October 2009

DATA PROTECTION OFFICER: Jean-Philippe Minnaert

INSTITUTION OR BODY: European Investment Bank (EIB)