

REGISTER NUMBER: 547
NOTIFICATION FOR PRIOR CHECKING
<p>Date of submission: 30/10/2009</p> <p>Case number: 2009-720</p> <p>Institution: European Environment Agency</p> <p>Legal basis: article 27-5 of the regulation CE 45/2001⁽¹⁾</p>
<i>(1) OJ L 8, 12.01.2001</i>

INFORMATION TO BE GIVEN⁽²⁾
<i>(2) Please attach all necessary backup documents</i>
<p>1/ Name and adress of the controller</p> <p>Catia Marigo, Head of Human Resources Management Group. Administrative Services Programme.</p>
<p>2/ Organisational parts of the institution or body entrusted with the processing of personal data</p> <p>HRM Group. Administrative Services Programme (ADS1)</p>
<p>3/ Name of the processing</p> <p>Recruitment of seconded national experts</p>
<p>4/ Purpose or purposes of the processing</p> <p>The purpose of processing of data is to manage candidates' applications in view of a possible secondment of national experts to the EEA, in an efficient and transparent manner.</p>
<p>5/ Description of the category or categories of data subjects</p> <p>National or international civil servants or persons employed in the private sector in the various areas of expertise where the EEA wants to reinforce its capacities, identified by the Programmes and endorsed by the Executive Director, then proposed by the members of the Management Board.</p>
<p>6/ Description of the data or categories of data (including, if applicable, special categories of data (article 10) and/or origin of data)</p> <p>Information and data that the data subject writes in the application CV or in the motivation letter. Sensitive data such as age and gender which could be included in the CV or in the motivation letter or in the list of qualified candidates will not be used for the purpose of the secondment. Candidates invited to interview are also requested to provide the Legal Entity Form and the Financial Identity Form in order to encode their data in the financial management system (SI2) for payment of expenses.</p>

7/ Information to be given to data subjects

The surname, first name and function of the Controller, the purpose of the processing, the recipient(s) of the data, whether replies to the questions are obligatory or voluntary, as well as the possible consequences of failure to reply.

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

Candidates can contact the HRM Group by email and submit their request to access, rectify, block, erase, object to the processing of their data according to Articles 13, 14, 15, 16, 17 and 18 of the Regulation 45/2001.

The HRM Group will post on the "job opportunities" page of the EEA website a "data protection note", previously checked by the DPO, that will also include complete information on rights of data subjects.

9/ Automated / Manual processing operation

Application CVs are submitted in the form of proposals by the members of the Management Board.

The process of secondment of national experts is initiated by a letter to the members of the Management Board, inviting them to propose candidates in the various areas of expertise as laid down in the list of profiles attached to the letter.

The Evaluation Committee is provided with copies of the candidates' applications for screening and selection of qualified candidates for interview.

10/ Storage media of data

Electronic applications are stored in a Lotus Notes database.

Electronic documents related to different recruitment procedures are kept in the HRM Group network partition, with access restricted to the HRM Group. Paper documents are kept inside closed cupboards in the HRM Group's main offices.

11/ Legal basis and lawfulness of the processing operation

Commission Decision C(2006)2033 laying down the rules on the secondment of national experts to the Commission.

Proposal by Vice-President Kallas in agreement with the President for Commission approval under QABD with increased allowances as of 1 February 2008.

Internal guidelines on the main principles applying to the secondment of national experts.

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

Human resource management group (ADS1)

Members of the Evaluation Committee composed by the Executive Director and the Head of Programme where the expert will be assigned.

Members of the Management Board who propose the candidates

Members of the Senior Management Team may have access to applications for information.

13/ retention policy of (categories of) personal data

The HRM Group applies time limits suggested by the EDPS for the different categories of data subject:

- for recruited applicants: data retention period of 10 years as of the termination of secondment

- for unsuccessful candidates: data retention period of 2 years following the selection 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)

The HRM Group will respond to a justified legitimate request from a data subject within two weeks from the receipt of the request.

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,

Only aggregated data (in an anonymous form) is used for statistical purpose.

15/ Proposed transfers of data to third countries or international organisations

No transfer of data will be done to third (non-EU) countries or international organisations.

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: Copenhagen, 28 October 2009

DATA PROTECTION OFFICER: Mr. Gordon McInnes

INSTITUTION OR BODY: EUROPEAN ENVIRONMENT AGENCY