

REGISTER NUMBER: 551

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 19/11/2009

Case number: 2009-771

Institution: OHIM (Alicante)

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 adress of the controller

**Pedro Rodinger, Director. Department for Designs and Register (DD&R)
Office for Harmonization in the Internal Market
Avda. de Europa, 4
E-03008 Alicante**

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

Department for Designs and Register (DD&R)

3/ Name of the processing

Analytical Accounting and Performance Reports (AA&P Reports)

4/ Purpose or purposes of the processing

Storing this kind of information is a tool for tracing the productivity of the department, which in each individual case, will serve as basis for the appraisal report of the staff member which are produced annually in October.

5/ Description of the category or categories of data subjects

DD&R staff

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

Personal input of the work of DD&R staff done at the DD&R.

Information about the workload and the distribution of the work done, throughout the month for each individual staff member.

7/ Information to be given to data subjects

When and how data subjects were informed: ?

At the end of September 2009 each member of DD&R staff has received the link solely to his individual report sheet, uniquely for his/her own use.

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

For access: **Yes**

For rectification: **No**

For blocking: **No**

For erasure: **Only the data that the staff themselves enter**

For storage: **Solely their own and individual report sheet.**

9/ Automated / Manual processing operation

Manual operation required for the staff to be able to enter data in their own individual report sheets .

10/ Storage media of data

On a shared the staff of DD&R) folder on the X drive, with individual and restricted access of each staff member to their own file.

11/ Legal basis and lawfulness of the processing operation

Article 5(a) of Regulation 45/2001

<p>12/ The recipients or categories of recipient to whom the data might be disclosed</p> <p>Staff of DD&R only, and only individually. Head of Sections of the DD&R have access to their own file and to the files of the persons supervised only by them.</p>
<p>13/ retention policy of (categories of) personal data</p> <p>TIME LIMITS</p> <p>For access: No time limits for access as far as the mentioned 2-year period is concerned</p> <p>For rectification: Immediate</p> <p>For storage: 2-year tables (should allow resolving appeal procedures related to appraisals)</p>
<p>13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject)</p> <p>For blocking: Not applicable</p> <p>For erasure: ? Trimestral</p> <p><i>(Please, specify the time limits for every category, if applicable)</i></p>
<p>14/ Historical, statistical or scientific purposes</p> <p><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></p> <p>Not applicable</p>
<p>15/ Proposed transfers of data to third countries or international organisations</p> <p>No</p>

16/ The processing operation presents specific risk which justifies prior checking (*please describe*):

☐ **Article 27.2.(b)**

Processing operations intended to evaluate personal aspects relating to the data subject,

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:

DATA PROTECTION OFFICER:

INSTITUTION OR BODY: