

**REGISTER NUMBER: 552**

**NOTIFICATION FOR PRIOR CHECKING**

Date of submission: 25/11/2009

Case number: 2009-793

Institution: ENISA

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 adress of the controller

Andreas Mitrakas, ENISA, PO Box 1309, 71001 Heraklion, Greece

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

Administration Department / Human Resources

3/ Name of the processing

e-recruitment procedures

4/ Purpose or purposes of the processing

personnel selection, recruitment

5/ Description of the category or categories of data subjects

candidates for employment or selected personnel

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

name, address, DOB, employment history data, address etc.

7/ Information to be given to data subjects

scope of the collection, fields of data collected

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

As per ENISA Implementing rules that have been notified to EDPS

9/ Automated / Manual processing operation

Manual, with support of semi automated tools such as spreadsheets, word processors, pdf etc.

10/ Storage media of data

Electronic data stored as it might become available to the Agency in the secure servers of the Agency.

11/ Legal basis and lawfulness of the processing operation

Staff Regulations

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

ENISA, Commission PMO, JSIS, other insurance as provided within the framework SR

13/ retention policy of (categories of) personal data  
Max 5 years. However the Agency only started operations on 1 Sep 05, less than 5 years ago.

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)  
n/a

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,*  
Limited, as appropriate. It mostly concerns data aggregates

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*):  
Compliance with Data Protection regulation should be sought.

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,

yes

Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

n/a

Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

no

Other (general concept in Article 27.1)

17/ Comments

Andreas Mitrakas, DPO,  
PLACE AND DATE:

DATA PROTECTION OFFICER: Emmanuel Maurage

INSTITUTION OR BODY: ENISA [www.enisa.europa.eu](http://www.enisa.europa.eu)