REGISTER NUMBER: 640

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 19/11/2010

Case number: 2010-935

Institution: ENISA

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
Udo Helmbrecht
P.O. BOX 1309
71001 HERAKLION
GREECE

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

3/ Name of the processing
Slection procedures for SNEs

4/ Purpose or purposes of the processing
The purpose of processing concerns the selection of seconded national experts

5/ Description of the category or categories of data subjects
The data subjects are candidates that respond to a vacancy notice out of their own volition or as a result of policy of a MS related organisation to have members of its own staff seconded to ENISA.

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

7/ Information to be given to data subjects
Rights are determined as per Regulation (EC) 45/2001

8/ Procedures to grant rights of data subjects *(rights of access, to rectify, to block, to erase, to object)*
Right to have access: Contact ENISA service in charge of the processing
Right to rectify:Contact ENISA service in charge of the processing
Right to block: Conditional to the result of the selection procedure. Maximum data retention term applies. Contact ENISA service in charge of the processing
Right to erase:Conditional to the result of the selection procedure. Maximum data retention term applies. Contact ENISA service in charge of the processing
Right to object: Contact ENISA service in charge of the processing

9/ Automated / Manual processing operation
Processing of data is automated at the application level; an eRecrutment tool to facilitate candidate applications is used. All other steps are automated locally while paper records are also kept.

10/ Storage media of data
Paper archives
Data files on storage area network. Limited processing takes place on dedicated secure laptops; data is removed once the selection session is concluded

11/ Legal basis and lawfulness of the processing operation
Article 19 of Regulation 460/2004

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

13/ retention policy of (categories of) personal data
For unsuccessful candidates: 5 years from notification
For shortlisted candidates: 5 years from expiration of reserve list
For selected candidates: 35 years IOT ensure consistent records concerning exercising rights such as pension rights in the MS.

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)
It is possible to request and obtain the erasure and blocking of personal data. The service in charge of processing (HR) needs guidance with regard to the time limits applied for doing so, as there is a risk of destroying data that is essential to support rights such as pension rights.

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,
N/A

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

16/ The processing operation presents specific risk which justifies prior checking (*please describe*):
AS FORESEEN IN:
Article 27.2.(b)
Processing operations intended to evaluate personal aspects relating to the data subject,

17/ Comments
Please pay attention to requested guidance in point 13 a).

PLACE AND DATE: HERAKLION 19/11/2010
DATA PROTECTION OFFICER: EMMANUEL MAURAGE
INSTITUTION OR BODY: European Network Information Security Agency