

**REGISTER NUMBER: 645**

**NOTIFICATION FOR PRIOR CHECKING**

Date of submission: 03/12/2010

Case number: 2010-965

Institution: Commission

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 address of the controller

2) Name and First Name of the Controller: MEERSMAN Bartel

3) Title: Head of Unit

4) Directorate, Unit or Service to which the Controller is attached: DDG.B

5) Directorate General to which the Controller is attached: JRC

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

26) External Company or Directorate General to which the Processor is attached:

25) External Company or Directorate, Unit or Service to which the Processor is attached:

JRC.C.05

3/ Name of the processing

DATAPPOOL

4/ Purpose or purposes of the processing

The purpose is facilitate the integration and interoperability between applications; this is done collecting data from reference EC and JRC information systems and providing JRC local applications the most correct and up to date data coming from these systems.

Datapool provides localization data (Building, Office, Phone) for JRC staff, excluding staff based on Brussels, to ComRef.

This unique repository for JRC reference data guarantee the coherence and integrity of data used by JRC local applications.

The main reference data provided by Datapool to JRC local applications are:

- Staff area
- Localization area
- JRC Actions area
- Support area
- Assets area

The access to Datapool from authorized JRC applications is restricted to data declared in the relevant Data Protection Notification

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#### 5/ Description of the category or categories of data subjects

14) Data Subject(s) concerned:

All JRC staff including external staff belonging to suppliers under contract.

All former JRC staff

16) Category(ies) of Data Subjects:

All JRC staff including external staff belonging to suppliers under contract.

All former JRC staff

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

17) Data field(s) of Data Subjects:

Attention: Please indicate and describe in the answer to this question also data fields which fall under article 10

Data marts are organized into the following areas:

- STAFF Area
- LOCALIZATION Area
- JRC Actions area
- SUPPORT Area
- ASSETS Area

Access to Datapool data from authorized JRC applications is restricted to data declared in the relevant Data Protection Notification. Staff data provided to JRC applications is generally : Per\_id, name, userid, email, site and organisational unit.

See more detailed information in the enclosed Excel file.

18) Category(ies) of data fields of Data Subjects:

Attention: Please indicate and describe in the answer to this question also categories of data fields which fall under article 10

Data marts are organized into the following areas:

- STAFF Area
- LOCALIZATION Area
- JRC Actions area
- SUPPORT Area
- ASSETS Area

See more detailed information in the enclosed Excel file.

7/ Information to be given to data subjects

15a) Which kind of communication(s) have you foreseen to inform the Data Subjects as described in articles 11 - 12 under 'Information to be given to the Data Subject'

As data is exploited by other systems, data subjects are informed by specific privacy statements written for these applications.

Datapool is the common data supplier for various local systems; all of them has to inform how the data has been collected by Datapool.

A specific Datapool page about data protection and references to access data is available in the JRC Intranet.

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

15b) Which procedure(s) did you put in place to enable Data Subjects to exert their rights: access, verify, correct, etc., their Personal Data as described in articles 13 - 19 under 'Rights of the Data Subject' :

As Datapool is a repository of data coming from other systems corrections should be done in the source systems where the data are managed.

#### 9/ Automated / Manual processing operation

##### 7) Description of Processing:

Attention: Please describe in the answer to this question if you process personal data falling under article 27 "Prior-Checking (by the EDPS - European Data Protection Supervisor)"

The JRC Datapool provides the common reference repository for DG JRC . Through this common data repository, needed information can be accessed and retrieved by JRC local information systems in respect of specified data-protection requirement and following specified processes and loading procedures.

Reference data are extracted from EC and JRC applications and then loaded in an Oracle Database.

The main data areas are:

- Staff area
- Localization area
- JRC Actions area
- Support area
- Assets area

The access to Datapool from authorized JRC applications is restricted to data declared in the relevant Data Protection Notification.

Datapool provides localization data (Building, Office, Phone) for JRC staff, excluding staff based on Brussels, to ComRef.

More information on Datapool is available at

##### 8) Automated Processing operation(s):

Data import is required in order to keep Datapool databases up to date with production data. Automated procedures are scheduled periodically to refresh data on Datapool tables.

##### 9) Manual Processing operation(s):

As explained in 8) automated procedures refresh data automatically. In exceptional cases, and following a documented request by data owners, data is updated manually to reflect changes on source data.

#### 10/ Storage media of data

Datapool uses a relational database on a server located at the JRC Data Centre.

#### 11/ Legal basis and lawfulness of the processing operation

11) Legal basis of Processing:

TREATY OF EURATOM CHAPTER I, ART. 8.:

The Commission establishes a Joint Centre for Nuclear Research (CCR = JRC ).

Staff regulations and related implementation rules.

12) Lawfulness of Processing:

Answering this question please also verify and indicate if your processing has to comply with articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)"

The processing is necessary and lawful under Art. 5(a) of Regulation (EC) 45/2001.

The processing does not fall under Art. 27.

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

20) Recipient(s) of the Processing:

Each JRC application provides data to its own recipients defined according to the treatments which it carries out.

JRC staff localization data is sent to EC Commission Reference system (ComRef)

21) Category(ies) of recipients:

JRC administrative applications use common reference data from Datapool in the the following areas: staff, localization, support, actions assets.

Each JRC application provides data to its own recipients defined according to the treatments which it carries out.

JRC staff localization data is sent to EC Commission Reference systems (ComRef)

13/ retention policy of (categories of) personal data

As Datapool is not directly managing the data the retention policy is linked to source information systems. The data are managed and maintained according to the rules defined by the source information system. If in the source information system data is modified, this modification is reproduced in the next Datapool upload, normally by a nightly batch process.

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)  
(on justified legitimate request from the data subject)  
(Please, specify the time limits for every category, if applicable)

22 b) Time limit to block/erase data on justified legitimate request from the data subjects

As Datapool is not directly managing the data, requests received from Users will be translated to the competence service who will proceed to update/delete the user's personal data. When data are modified in the source system automatically will be updated on Datapool (nightly procedures).

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,*

22 c) 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

Not Applicable

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

27) Legal foundation of transfer:

Only transfers to third party countries not subject to Directive 95/46/EC (Article 9) should be considered for this question. Please treat transfers to other community institutions and bodies and to member states under question 20.

Not applicable

28) Category(ies) of Personal Data or Personal Data to be transferred:

Not applicable

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

7) Description of Processing:

Attention: Please describe in the answer to this question if you process personal data falling under article 27 "Prior-Checking (by the EDPS - European Data Protection Supervisor)"

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12) Lawfulness of Processing:

Answering this question please also verify and indicate if your processing has to comply with articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)"

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The processing does not fall under Art. 27.

Article 27.2.(a) Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

n/a

Article 27.2.(b) Processing operations intended to evaluate personal aspects relating to the data subject,

n/a

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.(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,

n/a

Other (general concept in Article 27.1)

n/a

17/ Comments

1) Date of submission:

10) Comments if applicable:

36) Do you publish / distribute / give access to one or more printed and/or electronic directories?

Personal Data contained in printed and/or electronic directories of users and access to such directories shall be limited to what is strictly necessary for the specific purposes of the directory.

If Yes, please explain what is applicable.

37) Complementary information to the different questions if applicable, including attachments to this notification which should not be public :

PLACE AND DATE:03/12/2010

DATA PROTECTION OFFICER: RENAUDIÈRE Philippe

INSTITUTION OR BODY:European Commission