

REGISTER NUMBER: 692

**NOTIFICATION FOR PRIOR CHECKING**

Date of submission: 10/06/2011

Case number: 2011-0568

Institution: European Parliament

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

Laura Tarragona Sáez, Head of Internal Organisation Unit, MTY - 04R008, Brussels, Tel. + 32 2 28 41 651

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

DG Personnel, Directorate A, Human Resources Strategy

3/ Name of the processing

Electronic CV (eCV)

4/ Purpose or purposes of the processing

Data are entered, **mainly by the individual data subjects themselves**, and stored in the online application to generate an electronic Curriculum Vitae (eCV); **the generated eCV can be used** for any applications for vacant posts in the General Secretariat of the European Parliament, and to help the European Parliament's human resources services and senior managers to search for specific skills and experience.

5/ Description of the category or categories of data subjects

Officials, **Temporary Agents**, other staff (**but not Temporary Agents in the Political Groups or parliamentary assistants**)

6/ Description of the data or categories of data ( <i>including, if applicable, special categories of data (article 10) and/or origin of data</i> )
The data being processed comprises personal data (name, date of birth, nationality, place of employment, department, job, staff number, grade, dates of entering the Communities and the European Parliament and the departmental code), a description of duties assigned, a summary of professional experience inside and outside Parliament, education, training courses followed, languages and the option of adding various other types of information.
7/ Information to be given to data subjects
A privacy statement is attached.
8/ Procedures to grant rights of data subjects ( <i>rights of access, to rectify, to block, to erase, to object</i> )
In general, implementing rules relating to Regulation (EC) No 45/2001 contained in the Bureau decision of 22 June 2005 provide for the right of data subjects in Articles 8 - 13. Specifically for this operation, staff are informed "Each staff member has the right to access, modify, block or delete any of their personal data as entered in their eCV profile at any time. Staff members will also be able to consult the online electronic record created every time their eCV is generated or consulted by someone other than themselves. Should an individual decide that he/she no longer wishes to be part of eCV, they can request that all their data be deleted." <b>Each staff member is the "owner" of their own individual eCV and manages the information that appears in it.</b>
9/ Automated / Manual processing operation
Automated and manual processing of a structured set of data accessible according to given criteria
10/ Storage media of data
Database; <b>access via individual log-ins and passwords</b>
11/ Legal basis and lawfulness of the processing operation
European Parliament's Rules of Procedure, and in particular Rule 23(5). A specific Bureau decision is anticipated <b>for eCV</b> .
12/ The recipients or categories of recipient to whom the data might be disclosed

The following categories of European Parliament staff may have access to eCV data in addition to the individual data subject themselves: DG Personnel staff (the Director General for Personnel, the Director for Human Resource Development, the staff of the Internal Organisation Unit, the Recruitment Unit, the Competitions Unit); Human Resources managers in subject's DG; Management staff in subject's DG (Director General, Director for Resources); the Office of the Secretary General. Authorised persons will be able to search and consult data and the eCV in **read-only** mode. An electronic record is created every time that an eCV is generated by either the data subject or by another user. Data subjects may consult this electronic record in their eCV profile at any time. The eCV application is not accessible to anyone working outside the European Parliament.

13/ retention policy of (categories of) personal data

End of career in EP, plus 3 months

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)*

Following information given to staff "Should an individual decide that he/she no longer wishes to be part of eCV, they can request that all their data be deleted. eCV is a non-obligatory application - each individual staff member has the choice of whether or not to make use of it. Staff will be at no disadvantage if they choose not to use the application, although they should be aware that their profiles would therefore not feature among any eCV search results launched by HR managers in the context of identifying potential candidates for specific tasks."

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,*

None

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*):

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,

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: Luxembourg, 10 June 2011

DATA PROTECTION OFFICER: Jonathan Steele

INSTITUTION OR BODY: European Parliament