

NUMERO DE REGISTRE: 729

NOTIFICATION DE CONTRÔLE PREALABLE

Date de soumission : 29/07/2011

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Institution : ECA

Base légale : article 27-5 du Règlement CE 45/2001(1)

(1) OJ L 8, 12.01.2001

INFORMATIONS NECESSAIRES (2)

(2) Merci de joindre tout document utile

1/ Nom et adresse du responsable du traitement

Mme. Christine STARK, Cour des comptes européenne, 12, rue Alcide de Gasperi, L-1615 Luxembourg

2/ Services de l'institution ou de l'organe chargés du traitement de données à caractère personnel

Direction des Ressources Humaines - Unité Formation Professionnelle

3/ Intitulé du traitement

ECAdeemy: système de gestion administrative des formations

4/ La ou les finalités du traitement

Il est l'équivalent du système SYSLOG Formation Suite de la Commission, dont il fera partie avec son propre domaine, Le système est lui-même constitué des applications suivantes couvrant l'ensemble du processus de gestion des formations:

- SYSLOG Formation is the application used by training managers in order to encode all the relevant information to define the training catalogues, to organize the courses, to manage the training applications, to notify students, to evaluate participants, ... Target users: training managers.

- SYSLOG Formation Maintenance is the website allowing training managers to access various resources. These resources include the interface for encoding requests for upgrade maintenance, the rolling out modes of SYSLOG Formation in the DGs, agencies and other bodies, the latest versions of the project software, manuals, the consultation of training catalogues from other resource centres, etc. The system will be accessible via an external link <https://weblearning.ec.europa.eu> from outside the Commission. Target users: training managers

- SYSLOG Web Formation is the website allowing ECA staff to create their individual training maps, register applications to training sessions and allowing line managers to follow the training activity of their staff and to manage visas concerning applications or training maps of their staff. Target users: line managers and staff members. It also allows to encode evaluations and to display training catalogues both of the Commission, and of the ECA. To use SYSLOG Web Formation the users must use an ECAS login and password.

- Blackboard is the website allowing ECA staff to follow e-learning trainings or participate in communities of practice. ECA uses at its full extent the Blackboard installation as it is set up in the European Commission, meaning:

- Fully integrated with SYSLOG (called ECAcademy at the Court)

- Users register for e-learning courses via ECAcademy catalogue

- Users receive confirmation by email including the link to the Blackboard platform

- Content creation is done completely on the Blackboard system by ECA course administrators.

ECAcademy sera principalement géré par le personnel de l'Unité Formation Professionnelle.

La direction DIT en collaboration avec la DG DIGIT de la Commission assureront la gestion informatique de la fonctionnalité du système. L'interface web est destinée aux membres du personnel afin de leur permettre de gérer leurs demandes de formation.

Les données enregistrées dans ECAcademy seront également utilisées dans le cadre du système COMPASS.

5/ Description de la catégorie ou des catégories de personnes concernées

1 - All staff members, as well as external participants (spouses, staff of other institutions and/or agencies).

2 - Internal trainers and external trainers provided by training contractors.

6/ Description des données ou des catégories de données (en incluant, si nécessaire, les catégories particulières de données (article 10) et/ou l'origine des données)

Name, first name, title, function, organisational unit, phone number, category, grade, office number, SYSLOG id, personnel no., id hierarchical superior, e-mail, userid network, code sex, name spouse (if requested a training), first name spouse (if requested a training), status, date end contract, date entry EU-Institutions, per id, administratif position

7/ Informations destinées aux personnes concernées

Privacy statement

A privacy statement is directly accessible from the home page of ECAcademy. In accordance with Articles 11 and 12 of Regulation 45/2001, this declaration informs the participants to training courses about the identity of the controller, the legal basis for the collection of data, their rights of access and rectification as well as data storage policy. All staff members have access to this system.

A separate privacy statement for trainers is also directly accessible from the home page of ECAcademy. Internal trainers receive a copy of the privacy statement for trainers from course managers.

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Future contracts will require the contractors to forward on behalf of the Court the information about the processing and their rights to each of their staff working on the contract .

Evaluations of the courses given by external teachers will normally be made available to them by their employer,

although it will always be possible to request access to the anonymous evaluation report by asking the course manager or the Controller.

Regarding external training actions to which the Court send their staff, the responsibility for data protection rests with the host organisation under the legislation applicable to Member States.

8/ Procédures garantissant les droits des personnes concernées(*droits d'accès, de faire rectifier, de faire vérouiller, de faire effacer, d'opposition*)

The staff has access to all data concerning their training and can modify or rectify either by themselves or via the Professional Training Unit depending on the data (for example one can't request to rectify, block or erase data when one participated in a training).

External Trainers: External trainers are able to request access to their data by simple request to the Professional Training Unit.

Requests for correction are resolved without delay. The data subject will be informed in the case that the request can't be honoured after duly verification.

9/ Procédures de traitement automatisées / manuelles

Automatic: daily transfer of staff data from COMREF into ECAcademy; training record per staff member send to COMPASS (evaluation system)

Manual: filling in and validation of training requests; creation and management of attendance lists; filling in evaluation report; anonymous evaluations send to trainers or their companies

10/ Support de stockage des données

The attendance list are scanned and stored in the archiving eRoom (network drive on file server of the Professional Training Unit), all other data introduced in ECAcademy will be stored in "SYSLOG" and "Blackboard" system at the Commission. The paper attendance lists are kept in the financial files.

11/ Base légale et licéité du traitement

Décision No 7-2006 portant Réglementation de la Cour des comptes européenne en matière de Formation professionnelle,

Décision portant modalités d'application de la réglementation de la Cour des Comptes Européenne en matière de formation professionnelle.

12/ Destinataires ou catégories de destinataires auxquels les données sont susceptibles d'être communiquées

Trainers receive the attendance list

Line Managers and Training Managers receive training requests for validation

Training providers receive the anonymous evaluation of training actions

13/ Politique de conservation des données personnelles (ou catégories de données)

1) All training records are kept for the duration of the staff member's career according to staff regulations. Certain data need to be conserved for a longer period if they are related to ongoing rights and obligations, i.e. certification of participation in a training.

This is particularly important for training activities that have an impact on the career path of the staff member, i.e. for language training connected to Article 45(2) (proficiency in a third language before promotion) and for training of a compulsory or pre-requisite nature.

2) Attendance lists of the training actions that are completed are kept in paper version for the periods determined under the Financial Regulations as justification document for the payment of the external contractor's invoices (at least 5 years for reasons of legal appeal procedures) .

3) Evaluations of the training actions are kept at least for the time of the duration of the contract with the external contractors.

13 a/ Dates limites pour le verouillage et l'effacement des différentes catégories de données (après requête légitime de la personne concernée)

(Merci d'indiquer les dates limites pour chaque catégorie, si nécessaire)

N/A

14/ Finalités historiques, statistiques ou scientifiques

Si vous conservez les données pour des périodes plus longues que celles mentionnées ci-dessus, merci d'indiquer, si nécessaire, ce pourquoi les données doivent être conservées sous une forme permettant l'identification.

Aucune de ces finalités n'est prévue.

15/ Transferts de données envisagés à destination de pays tiers ou d'organisations internationales

N/A

16/ Le traitement présente des risques particuliers qui justifient un contrôle préalable : *(Merci de décrire le traitement)* :

Oui

comme prévu à :

Article 27.2.(a)

Les traitements de données relatives à la santé et les traitements de données relatives à des suspicions, infractions, condamnations pénales ou mesures de sûreté,

X Article 27.2.(b)

Les traitements destinés à évaluer des aspects de la personnalité des personnes concernées, tels que leur compétence, leur rendement ou leur comportement,

Article 27.2.(c)

Les traitements permettant des interconnexions non prévues en vertu de la législation nationale ou communautaire entre des données traitées pour des finalités différentes,

Article 27.2.(d)

Les traitements visant à exclure des personnes du bénéfice d'un droit, d'une prestation ou d'un contrat,

Autre (concept général de l'article 27.1)

17/ Commentaires

LIEU ET DATE : Luxembourg 29/07/2011

DELEGUE A LA PROTECTION DES DONNEES : Johan VAN DAMME

INSTITUTION OU ORGANE COMMUNAUTAIRE : Cour des comptes européenne

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