

REGISTER NUMBER: 767

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 26/10/2011

Case number: 2011-0979

Institution: GNSS GSA

Legal basis: article 27-5 of the regulation CE 45/2001

INFORMATION TO BE GIVEN⁽²⁾

(2) Please attach all necessary backup documents

1/ Name and adress of the controller
European GNSS Agency, Rue de la Loi 56, B-1049, Brussels, Belgium.

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

3/ Name of the processing
Staff Evaluation reports

4/ Purpose or purposes of the processing
Processing aimed at the staff evaluation process

5/ Description of the category or categories of data subjects
Staff members

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

Evaluation of staff by manager, comments by data subject, their name, grade, step, function group.

7/ Information to be given to data subjects
guidelines on evaluation process, evaluation report once filled in by their manager, information on storage and access of their report - both electronic and manual communication

8/ Procedures to grant rights of data subjects (*rights of access, to rectify, to block, to erase, to object*)
Data subject can exercise their rights upon a request to the controller. Also the access right is given to all data subject to access their personal file as well as electronic personal file.

9/ Automated / Manual processing operation
Automated and manual

10/ Storage media of data
Electronic - GKMF (galileo knowledge management system) and share-drives; Physical is paper based in HR office in UE RESTREINT cupboards.

11/ Legal basis and lawfulness of the processing operation
Staff Regulations - Article 15 (2) of the Conditions of Employment of Other Servants

12/ The recipients or categories of recipient to whom the data might be disclosed
Management, HR department, data subjects

13/ retention policy of (categories of) personal data
Not specified yet as the agency is new.

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)

BLOCKING: two weeks after the receipt of request

ERASURE: two weeks after the receipt of request

15/ Proposed transfers of data to third countries or international organisations
not applicable

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,

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

Data processing notification reference in inventory of GSA: GSA/DP/08/2011. Please note that the HR department at GSA has completely changed, hence the data processing notification was submitted by a person working at the GSA for only 2 weeks, therefore no real experience of management of this yearly exercise has been obtained by the person.

PLACE AND DATE: 21 October 2011, Brussels

DATA PROTECTION OFFICER: Triinu Volmer

INSTITUTION OR BODY: European GNSS Agency