

**REGISTER NUMBER: 811**

**NOTIFICATION FOR PRIOR CHECKING**

Date of submission: 10/12/2011

Case number: 2011-1150

Institution: ENISA

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 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: Finance Accounting and Procurement Section (FAP). Legal and Human Resources Section (LHR).

3/ Name of the processing  
Public Procurement Procedures

4/ Purpose or purposes of the processing  
Procurement of goods and services for the Agency.

5/ Description of the category or categories of data subjects  
Legal entities or natural persons responding to calls for tenders. Members of opening and evaluation Committees.

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

Legal Entity Form

- Financial Identification Form
- Declaration of Honour for exclusion criteria & absence of conflict of Interest
- Financial Offer Form
- Declaration by Authorised Representative
- Evidence of enrolment (Declaration or certificates) in one of the professional or trade registers
- Proof of Financial and economic standing
- A curriculum vita of the Tenderer
- Consortium Form (if applicable)
- Sub-Contractors Form (if applicable)
- names of the opening and evaluation panel members.

7/ Information to be given to data subjects

The following legal reference is included in all tender specifications:

In the general implementation of its activities and for the processing of tendering procedures in particular, ENISA observes the following EU regulations:

- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data;
- Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data;
- Regulation (EC) No. 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

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

Right to have access: By letter or email to the \*Procurement mailbox

Right to rectify: By letter or email to the \*Procurement mailbox

Right to block: By letter or email to the \*Procurement mailbox

Right to erase: By letter or email to the \*Procurement mailbox

Right to object: By letter or email to the \*Procurement mailbox

9/ Automated / Manual processing operation

Manual processing operation

10/ Storage media of data

Folders are kept safe in the Procurement Officer's office.

11/ Legal basis and lawfulness of the processing operation  
Financial Regulation (Article 88 to 107) and Implementing A34 thereof (Articles 116 to 159) A34

12/ The recipients or categories of recipient to whom the data might be disclosed  
Procurement Officer, Administrative Assistant, Legal Adviser, Appointed members of the Evaluation panel, eventually Interim

13/ retention policy of (categories of) personal data

5 years

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)*  
N/A

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*):  
No specific risks associated with the operation.

Article 27.2.(b)

Processing operations intended to evaluate personal aspects relating to the data subject,

17/ Comments

18/ Measures to ensure security of processing (3)

*Please check all points of Article 22 of Regulation (EC) 45/2001.*

*(3) Not to be published in the EDPS' Register (article 27.5 of Regulation (EC) 45/2001)*

PLACE AND DATE: HERAKLION 05/06/2011

DATA PROTECTION OFFICER: Ulrike LECHNER

INSTITUTION OR BODY: European Network Information Security Agency