



European GNSS Agency

REGISTER NUMBER: 851

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 26/03/2012

Case number: 2012-0300

Institution: 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 address 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 recruitment (recruitment of Temporary Agents, Contract Agents, Trainees and Seconded National Experts)

4/ Purpose or purposes of the processing
Processing aimed at the staff recruitment processes (Temporary Agents, Contract Agents, Trainees and Seconded National Experts)

5/ Description of the category or categories of data subjects

all people applying for recruitment of Temporary Agents, Contract Agents, Trainees and Seconded National Experts

6/ Description of the data or categories of data(*including, if applicable, special categories of data (article 10) and/or origin of data*)
all personal data included in EU CV format (name, date of birth etc)

7/ Information to be given to data subjects
Vacancy Notice, electronically on website

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.

9/ Automated / Manual processing operation
Automated and manual

10/ Storage media of data
Electronic - GKMF and shared drives; Physical is paper based

11/ Legal basis and lawfulness of the processing operation
Staff Regulations

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

Management, HR department, Selection Board members

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)

X- Processing operations for the purpose of excluding individuals from a right, benefit or contract.

Other (general concept in Article 27.1)

17/ Comments

Internal data processing notification references: GSA/DP/12-13-14/2012

PLACE AND DATE: 26 March 2012, Brussels

DATA PROTECTION OFFICER: Triinu Volmer

INSTITUTION OR BODY: European GNSS Agency