

REGISTER NUMBER: 855

NOTIFICATION FOR PRIOR CHECKING

Date of submission: **09/03/2012**

Case number: **2012-0384**

Institution: **CEDEFOP**

Legal basis: article 27-5 of the regulation CE 45/2001(1)

(1) OJ L 8, 12.01.2001

INFORMATION TO BE GIVEN⁽²⁾

(2) Please attach all necessary backup documents

1/ Name and address of the controller

Ginette Manderscheid
Head of Human Resources
Cedefop
P.O.Box 22427, Thessaloniki
GR-55102

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

Head of Human Resources Service/Medical Officer

3/ Name of the processing

Medical part-time work

4/ Purpose or purposes of the processing

Purpose of the processing is to assess whether the staff member needs to work part time for medical reasons.

5/ Description of the category or categories of data subjects

Applies to officials, temporary staff, contract staff 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)

The data required for an assessment of the need to work part time for medical reasons are:

- name and surname
- medical diagnosis by the staff member's doctor.

7/ Information to be given to data subjects

A specific privacy statement is available on Intranet. Pursuant to Articles 11 and 12 of Regulation (EC) No 45/2001, this statement will inform the data subjects of the identity of the controller, the purpose and legal basis for the collection of data, their right to access and rectify their own personal data, the categories of people who have access to the data, the length of time for which their data will be stored and of the possibility of contacting the Data Protection Officer of Cedefop.

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

Staff members can at any time consult their medical files.

9/ Automated / Manual processing operation

Medical part-time may exceptionally be recommended by the medical officer of Cedefop as part of a return-to-work plan after a prolonged absence due to sickness leave or after surgery. Unlike with regular part-time, neither the salary nor any leave entitlements are reduced proportionally. The staff member provides to the Medical Officer a detailed medical diagnosis by his/her personal doctor. Taking account of the staff member's medical history and the medical diagnosis by the staff member's personal doctor, the Medical Officer will decide whether a time-limited period of medical part-time work is appropriate. If the Medical Officer deems medical part-time work necessary, s/he provides a note to the HR service indicating the duration and percentage of medical part-time work.

10/ Storage media of data

All documents related to medical part-time work are filed in the staff member's medical file which is stored in the medical officer's office. The note to HR (which includes the name, surname, duration and percentage of part-time work but no medical data) is stored in a folder in HR.

11/ Legal basis and lawfulness of the processing operation

The legal bases for these processing operations are the Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities. The purpose of the processing of medical part-time data is to ensure that Cedefop meets its legal and statutory obligations laid down in the Staff Regulations and the Conditions of Employment of Other Servants as regards the health of staff in relation to the workplace.

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

The medical data are not disclosed to any recipients. The HR service only receives a certificate indicating the name, surname, duration and percentage of medical part-time work prescribed by the medical officer.

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| 13/ Retention policy of (categories of) personal data |
| Records related to part-time medical work follow the retention schedule of the medical files, i.e. 30 years after the person concerned has left the service (but for at least 40 years after exposure for workers who have been exposed to carcinogens or mutagens) and, in any event, at least until the person concerned reaches the age of 75. |
| 13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject) <i>(Please, specify the time limits for every category, if applicable)</i> |
| The right of blocking and erasure will be dealt on a case by case basis in accordance with the Cedefop Code of Good Administrative Behaviour, in particular articles 14 (acknowledgement of receipt) and article 17 (reasonable time for taking decisions). |
| 14/ Historical, statistical or scientific purposes <i>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,</i> |
| Storage of anonymised data for historical, statistical or scientific purposes is not envisaged. |
| 15/ Proposed transfers of data to third countries or international organisations |
| Not envisioned |
| 16/ The processing operation presents specific risk which justifies prior checking (please describe): |
| AS FORESEEN IN: |
| X Article 27.2.(a) Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures |
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| 17/ Comments |
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| PLACE AND DATE: Thessaloniki, 9 March 2012 DATA PROTECTION OFFICER: Spyros ANTONIOU (Data Protection Officer of Cedefop) INSTITUTION OR BODY: CEDEFOP |