

(To be filled out in the EDPS' office)
REGISTER NUMBER: 903

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 05/10/2012

CASE NUMBER: 2012-0853

INSTITUTION: EUROPEAN TRAINING FOUNDATION (ETF)

LEGAL BASIS: ARTICLE 27-5 OF THE REGULATION CE N° 45/2001⁽¹⁾

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

Ms. Madlen Serban, Director of the European Training Foundation (ETF)
Villa Gualino, V.le Settimio Severo 65, I-10133 Torino, Italy

2/ ORGANISATIONAL PARTS OF THE INSTITUTION OR BODY ENTRUSTED WITH THE PROCESSING OF PERSONAL DATA

Administration – Human Resources Unit.

3/ NAME OF THE PROCESSING

Renewal of contracts of employment at the ETF.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

To set a clear and structured approach for renewal of contracts of employment at the ETF.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

CEOS statutory staff at ETF (TAs, CAs).

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (*including, if applicable, special categories of data (Article 10) and/or origin of data*).

Surname, first name, grade, past promotions, job title, starting date of contract, end date, type of contract (CA or TA).

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Data subjects are informed about the scope of the processing and the outcome of the processing.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS
(Rights of access, to rectify, to block, to erase, to object)

The rights of data subject are granted through the following procedure: a written request (including emails) by Data Subject addressed to Data Controller with the request to access/rectify/block/erase or object.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Manual

10/ STORAGE MEDIA OF DATA

The paper documents are kept in closed cupboards in HR room. Keys are only available to competent staff members.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

For Temporary Agent: Articles 8.1 and 47 of the CEOS.
For Contract Agent: Articles 85 and 119 of the CEOS.

12/ THE RECIPIENTS OR CATEGORIES OF RECIPIENT TO WHOM THE DATA MIGHT BE DISCLOSED

The Director of the ETF and staff members in the Human Resources Unit.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Personal data are kept in the Personal Files for up to eight years after the extinction of all rights of the person concerned and any dependents but at least for 120 years after the date of birth of the person concerned.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS

One month from the receipt of a request.

(Please, specify the time limits for every category, if applicable)

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.

No.

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

No.

16/ THE PROCESSING OPERATION PRESENTS SPECIFIC RISK WHICH JUSTIFIES PRIOR CHECKING *(Please describe):*

AS FORESEEN IN:

1 Article 27.2.(b)

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

Performance of data subject is evaluated for renewal of their contracts of employment at the ETF.

↑ Article 27.2.(d)

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

The outcome of the process might be the exclusion of the data subjects from the renewal of the employment contract.

17/ COMMENTS

PLACE AND DATE: TURIN,

DATA PROTECTION OFFICER: MS. TIZIANA CICCARONE

INSTITUTION OR BODY: THE EUROPEAN TRAINING FOUNDATION