

(To be filled out in the EDPS' office)
REGISTER NUMBER: 905

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 05/10/2012

CASE NUMBER: 2012-0855

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

Planning, Monitoring and Evaluation Department

3/ NAME OF THE PROCESSING

Evaluations

4/ PURPOSE OR PURPOSES OF THE PROCESSING

To measure the effectiveness of the ETF and the degree to which it has met its operational objectives.

To account for the funds spent and investment in human resources in its operations and to form a basis for informed decision-making during the programme cycle for continuous improvement.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

The personal data of ETF staff members and contractual parties and tenderers may be collected by the evaluators, but not processed.

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

Evaluators may collect personal data of staff members such as name and surname, position and department during interviews and meetings. Evaluators will have access to all ETF systems, processes and reports as necessary for the purpose of obtaining information to carry out a specific evaluation, in accordance with the specific terms of reference and contract signed between the evaluators and the ETF.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

In accordance with the principle of transparency, ETF staff members are made aware of the topic and purpose of the evaluation and agree to meet the evaluators and to provide any document as necessary as requested by the evaluators.

The contract provides detailed information to contractual parties and tenderers.

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

No storage is made.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

ETF Financial Regulation (GB/09/DEC/003 of 10 January 2009) and the ETF Implementing Rules (GB/11/DEC/003 of 15 April 2011).

ETF ICS 14 'evaluation of activities' of the revised 16 ETF Internal Control Standards adopted by the ETF GB on 3 March 2009 (GB/09/DEC/004).

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

Evaluators contracted by the ETF.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Up to 5 years after the payment of the balance of the last implementation.

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:

↑ Article 27.2.(b)

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

Performance of ETF staff member is evaluated for assessing the effectiveness of the ETF.

17/ COMMENTS

PLACE AND DATE: TURIN,

DATA PROTECTION OFFICER: MS. TIZIANA CICCARONE

INSTITUTION OR BODY: THE EUROPEAN TRAINING FOUNDATION