

(To be filled out in the EDPS' office)

NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 02/04/2013

CASE NUMBER: 2013-0350

INSTITUTION: EEAS

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

Head of Divisions of EEAS, MDR C.6

At the time of notification – the Controller is Stefan HUBER, Head of Division EEAS MDR C.6

Office: EEAS 05/445

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

EEAS, MDR C.6

Directorate: Human Resources

Division: Rights and Obligations

3/ NAME OF THE PROCESSING

SYSPER2 - Time Management (Flexitime included) within the EEAS

The EEAS uses the SYSPER2 IT application from the EC, in particular its time management module (TIM).

The core processing operation is described in the notification DPO-1413.10 of the European Commission. The present notification complements it with the elements that are specific to the EEAS.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Time management as per EC notification DPO-1413.10.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

- EEAS statutory staff (officials, temporary and contractual agents), SNEs, trainees at HQ and in Delegations
- EC staff in EU Delegations

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

As per EC notification DPO-1413.10

The medical certificates are not processed in the TIM framework, only by the Medical Service of the EC.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

A Privacy Statement linked to this Notification contains all information provided to the Data Subject(s).

The aforementioned distinct Privacy Statement – available on the intranet 'EEASzone' – *Please see the attached file.*

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

As per EC notification DPO-1413.10.

The right of access is through the SYSPER2 IT application.

Staff members can address requests to modify, correct, rectify their data to the GECO of the EEAS through the functional mailboxes:

- EEAS MDR C6 HQ TIMEMANAGEMENT
- EEAS MDR C6 DEL TIMEMANAGEMENT

9/ AUTOMATED / MANUAL PROCESSING OPERATION

As per EC notification DPO-1413.10.

10/ STORAGE MEDIA OF DATA

As per EC notification DPO-1413.10.

Complemented with the functional mailboxes:

- EEAS MDR C6 HQ TIMEMANAGEMENT
- EEAS MDR C6 DEL TIMEMANAGEMENT

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

As per EC notification DPO-1413.10.

WITH REFERENCE TO THE EEAS:

- SLA EEAS/DG HR December 2011
- PROC HR(2011)0013 of 22/11/2011 on general implementing provisions giving effect to the Staff Regulations and to the Conditions of Employment of Other Servants
- PROC EEAS(2011)002 of 29/11/2011 to extend the application of certain Commission Rules developing the provisions of the Staff Regulations and of the Conditions of Employment of Other Servants, to the EEAS

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

As per EC notification DPO-1413.10.

Hierarchy and AIPN are to be considered in the EEAS structure.
The reference to the "chef d'unité" should be replaced by "superieur hierarchique".

The EEAS uses the services of the EC Medical service and of the PMO.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA
(Please, specify the time limits for every category, if applicable)

As per EC notification DPO-1413.10.

For Functional Mailboxes "EEAS MDR C6 HQ TIMEMANAGEMENT" and "EEAS MDR C6 DEL TIMEMANAGEMENT" the same rules apply

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

As per EC notification DPO-1413.10.

10 working days after the GECO has been informed.

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.

Statistics in the framework of the following reporting activities:

1. Reporting to the European Parliament /in the discharge procedure/- statistics of absence by delegation and by category of staff
2. Reporting management – statistics of absence by division

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):

AS FORESEEN IN:

Article 27.2.(a)

Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

YES (As per EC notification DPO-1413.10.)

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)

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

YES (As per EC notification DPO-1413.10.)

Other (general concept in Article 27.1)

17/ COMMENTS

The present notification and the EC notification DPO-1413.10 are specific to the time management aspects of SYSPER2. The global notification of SYSPER2 addresses broader aspects such as, the central and local responsibilities and the management of access rights. The purpose and the means of the data processing are defined for Sysper2 and its modules by the Staff Regulation and the decisions of the European Commission in the framework of the human resource management.

PLACE AND DATE:

DATA PROTECTION OFFICER:

INSTITUTION OR BODY: