

(To be filled out in the EDPS' office)

REGISTER NUMBER: 1006

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 31/05/2013

CASE NUMBER: 2013-0573

INSTITUTION: ECHA

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

European Chemicals Agency (ECHA)
Annankatu 18, 00120 Helsinki, Finland

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

Human Resources Unit

3/ NAME OF THE PROCESSING

Internal mobility

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Processing of data is done for the purpose of facilitating the selection of staff members for new or newly vacant posts in the Agency and for improving the career development and possibilities of staff whilst optimising the use of the Agency's resources.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

ECHA staff (temporary or contract staff of the agency with at least 1 year of seniority in ECHA at their current grade).

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

The candidates are asked to submit a CV (thus including identification data, career information, etc.) and a motivation letter (incl. subjective data).

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

A call for expression of interest was published on the Agency's intranet pages. The specific vacancy notices and the Guidelines for internal mobility hold extensive information for candidates.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

(Rights of access, to rectify, to block, to erase, to object)

Direct contact with the controller.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The application process is administered in both in a paper and electronic format.

10/ STORAGE MEDIA OF DATA

Electronic files are stored in a tool with restricted access, while paper files are stored in a locked cupboard.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Articles 4, 7(1) and 29(1) of the Staff Regulations.

ECHA Guidelines for internal mobility (ED/08/2011)

The processing is lawful in accordance with Article 5(a) of the Regulation.

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

The selection panel consists of representatives from the recruiting unit, HR representatives and a representative of the staff committee. The respective managers of the original and the new unit are informed. The Executive Director is informed of the outcome of the selection panels' decision and is invited to appoint the candidates chosen.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

1. For recruited candidates: 10 yrs after end of contract ;
2. For candidates not recruited : 2 years after the closure of the procedure (after lapse of the period to appeal/launch complaint with European Ombudsman).

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

All requests are handled without undue delay, in line with ECHA's Code of Good Administrative Behaviour in relations to the public (replies within 15 working days).

(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.

N/A

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:

1 Article 27.2.(b)

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

The selection process is obviously meant to evaluate the personal aspects of the candidates.

17/ COMMENTS

None

PLACE AND DATE: 31 May 2013

DATA PROTECTION OFFICER: Bo Balduyck

INSTITUTION OR BODY: European Chemicals Agency (ECHA)