

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1052

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 28/06/2013

CASE NUMBER: 2013-0737

INSTITUTION: EDA

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

DIRECTOR INDUSTRY & MARKET : PETER SCARUPPE

SUPPORTED BY : ANA CRISTINA BAPTISTA

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

INDUSTRY & MARKET DIRECTORATE

3/ NAME OF THE PROCESSING

EDA EXTRANET FORUMS

4/ PURPOSE OR PURPOSES OF THE PROCESSING

IT APPLICATION USED TO GIVE ACCESS TO EXTERNAL (PMS) AND INTERNAL (STAFF) MEMBERS AND ACCESSIBLE TO THESE REGISTERED DATA SUBJECTS ONLY TO FACILITATE THE EXCHANGE OF INFORMATION IN RELATION TO SPECIFIC PROJECTS AND WORK STRANDS. FORUMS ARE SET UP BY IT AT THE REQUEST OF THE DIRECTORATE FOR A SPECIFIC TOPIC. THE FORUM IS THEN USED BY REGISTERED DATA SUBJECTS TO EXCHANGE INFORMATION ON RELEVANT WORKING ISSUES. THE FORUM IS A SIMILAR PROCESS TO A BLOG. DATA SUBJECTS REGISTER VIA THE EXTRANET FORUM BY CREATING AN ACCOUNT WITH AN E-MAIL ADDRESS AND PASSWORD. THE INFORMATION GATHERED IS *USERNAME; E-MAIL ADDRESS AND PASSWORD*. MEMBERS OF THE FORUM CAN POST ON THE FORUM, BUT HAVE NO ACCESS TO THE PERSONAL DATA OF EACH MEMBER. THE ACCESS OF PERSONAL DATA (E-MAIL ADDRESS AND NAME) IS ONLY AVAILABLE TO INTERNAL STAFF THAT ARE LISTED AS ADMINISTRATORS OF THE FORUM, NAMELY TWO PROJECT OFFICERS AND TWO FRONT OFFICE ASSISTANTS. PLEASE SEE ATTACHED LIST OF I&M FORUMS.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

DATA COLLECTED FROM EXTERNAL MEMBERS IS E-MAIL ADDRESS; TELEPHONE NUMBERS AND WORK ADDRESSES

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

IDENTITY RELATED DATA, NAMELY NAME, E-MAIL ADDRESS, TELEPHONE NUMBER, ID/PASSPORT NUMBER, ORGANISATION, POSITION, RESIDENCE, NATIONALITY AND FAX NUMBER. THIS DATA IS USUALLY THE SAME AS THE DATA EXISTING ON THE VISITORS' DATABASE AS THE FORUM APPLICATION PICKS UP THE RELEVANT INFORMATION ALREADY EXISTING. IF THE USER IS NOT ALREADY IN THE SYSTEM, THEN A NEW REGISTRATION TAKES PLACE. (SEE ATTACHED *ADDING NEW USER TO EXTRANET FORUM SCREEN*)

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

DATA SUBJECTS ARE INFORMED WHEN DATA IS BEING REQUESTED WHAT THE DATA IS FOR, EITHER BY E-MAIL OR VERBALLY DURING MEETINGS AND ALSO WHERE IT WILL BE STORED – COLLECTED FOR ACCESS TO THE FORUMS AND IS STORED INTERNALLY ON SYSTEM. IT IS NOT COMPULSORY TO REGISTER BUT IF NOT REGISTERED THEN MEMBER CANNOT PARTICIPATE IN THE FORUM.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

INTERNAL PROCEDURES EXIST AT AGENCY LEVEL TO GRANT ACCESS RIGHTS. THE INTERNAL PROCEDURE IS VIA THE IT APPLICATION THAT ALSO GATHERS INFORMATION FROM THE VISITORS' DATABASE. DATA IS ALWAYS COLLECTED DIRECTLY FROM THE DATA SUBJECT INDIVIDUALLY VIA E-MAIL. MOST USERS HAVE BEEN USERS FOR MANY YEARS ON OTHER FORUMS SO WHEN NEW FORUMS ARE SET UP, THEY JUST ASK TO BE ADDED (BY E-MAIL) AND NO NEW PERSONAL DATA IS REQUESTED.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

BOTH AUTOMATED AND MANUAL PROCESSING OPERATIONS ARE USED

10/ STORAGE MEDIA OF DATA

DATA IS STORED IN VARIOUS MEDIA (DATABASE; WORD AND EXCEL) ON THE DRIVE ACCESSIBLE TO ALL MEMBERS OF THE INDUSTRY & MARKET DIRECTORATE ONLY. DATA IS ACCESSIBLE ONLY TO THE TWO PROJECT OFFICERS RESPONSIBLE AND TO THE TWO ADMIN ASSISTANTS IN THE FRONT OFFICE OF THE DIRECTORATE.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

THERE IS NO LEGAL BASIS AND THE CONSENT IS GIVEN EITHER VERBALLY OR BY E-MAIL.

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

DATA WILL ONLY BE DISCLOSED TO THE INDIVIDUAL (HIS OWN DATA) AND TO MEMBERS WHO HAVE TO WORK ON THE RESPECTIVE WORK SUBJECT.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

PERSONAL DATA IS STORED FOR AS LONG AS THE WORK STRAND IS ALIVE AND THE MEMBER AT PMS IS THE CORRECT CONTACT. WHEN PMS CONTACTS CHANGE, DATA IS SUBSTITUTED WITH NEW CONTACT AND OLD CONTACT IS ELIMINATED / DELETED

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

ELIMINATION IS IMMEDIATE UPON REQUEST. DATA SUBJECTS ARE SOMETIMES BLOCKED DUE TO INACTIVITY OR ACCESS TO THE FORUM, HOWEVER THE BASIC DATA IS NOT ELIMINATED AND CAN BE REACTIVATED UPON REQUEST. ONLY WHEN CHANGES OCCUR WITHIN THE RESPECTIVE ADMINISTRATIONS ARE DATA SUBJECTS ELIMINATED AND SUBSTITUTED WITH NEW ONES. IF A DATA SUBJECT DOES NOT ACCESS THE FORUM FOR A PERIOD OF 3 MONTHS, THEN HE/SHE IS AUTOMATICALLY BLOCKED BY THE APPLICATION AND HAS TO SEND AN E-MAIL TO REQUEST ACTIVATION.

(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.

NOT APPLICABLE

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

NOT APPLICABLE

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

EDA-PCN-6-EXTRANET FORUM

17/ COMMENTS

THE DATA REQUESTED AND PROCESSED IS ALWAYS RELEVANT TO AND PARTICULARLY USED FOR COMMUNICATION EXCHANGE PURPOSES ONLY AND TO CREATE SUBJECT SPECIFIC DATABASES TO EASE COMMUNICATION WITH THE CORRECT AND RELEVANT DATA SUBJECTS BOTH WITHIN PMS AND INDUSTRIES WITH WHOM CONTACT IS NECESSARY FOR THE ADVANCEMENT OF OUR WORK AND THE DEVELOPMENT OF NEW POLICIES

PLACE AND DATE: **BRUSSELS, 25 JUNE 2013**

DATA PROTECTION OFFICER: **ALAIN-PIERRE LOUIS**

INSTITUTION OR BODY: **EUROPEAN DEFENCE AGENCY**