

*(To be filled out in the EDPS' office)*  
**REGISTER NUMBER: 1083**

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**NOTIFICATION FOR PRIOR CHECKING**

**DATE OF SUBMISSION: 28/06/2013**

**CASE NUMBER: 2013-0775**

**INSTITUTION: EDA**

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

**INFORMATION TO BE GIVEN<sup>2</sup>**

1/ NAME AND ADDRESS OF THE CONTROLLER

Giampaolo LILLO  
Armaments Director

**alternate**

Jurgen STEGMEIR  
Assistant Armaments Director

European Defence Agency,  
Rue des Drapiers 17-23,  
B1050 Brussels

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

**For Forum Database :** Each Armaments project officer creator of his own forum/Moderator of it

**alternates**

la TORRE Francesco  
SACCO Vincenzo  
Armaments Directorate Assistants

**For EDA Visitors Database:** all Armaments Personnel

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<sup>1</sup> OJ L 8, 12.01.2001.

<sup>2</sup> **Please attach all necessary backup documents**

3/ NAME OF THE PROCESSING

Processing of contact details for external data subjects within the outlook database, visitors database, EDA forum database.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Collection and processing of data for personnel in contact with Armaments Directorate in relation to the development of Armaments matters to enable access to EDA electronically via forum and physically to EDA premises via EDA Security Database entry system and by direct e-mail or telephone contact with external parties.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Personnel from participating Member States, EU institutions, Defence Industry, NATO and external contractors.

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

Family Name, First name, administrative address, telephone number, fax number, e-mail address, passport/ID card number, place and date of issue.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Information given to Data subject when data is requested is that the need for this information is to be included in the database operated by EDA Security Unit in accordance with EDA Security Regulations which will be used to enable their access to EDA premises and EDA forum database.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

Information supplied by Data subjects and can be updated/deleted at any time to reflect changes to detail or correction to information stored. Details are stored electronically and are updated/deleted as requested by the data subject.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Automatic processing within the Visitors Database – Forum Database – IT tool as well as in Microsoft Outlook contacts.

10/ STORAGE MEDIA OF DATA

Storage of data is in the Visitors, Forum Database and in Microsoft Outlook contact.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

The legal basis is based on decisions adopted by the EDA and the consent of the data subjects when supplying the information. The information is normally received electronically via e-mail and stored electronically.

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

No data is transferred to third parties.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Personal data is retained according to EDA policy for the duration of necessary contact with the data subject to carry out EDA business.

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

Data is erased on request from the data subject and will be acted upon immediately on receipt of request. For Forum Database data is blocked if the forum has not been used by the data subject for a period of three months.

*(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.*

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

No data is transferred to third parties.

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

N/A

PRIOR CHECKING REALISED : EDA-PCN-5-CONTACT DETAILS OUTLOOK/VISITORS/EDA FORUM DATA BASE

17/ COMMENTS

PLACE AND DATE: BRUSSELS, 14<sup>TH</sup> MAY 2013

DATA PROTECTION OFFICER: ALAIN-PIERRE LOUIS

INSTITUTION OR BODY: EDA