

(To be filled out in the EDPS' office)

REGISTER NUMBER: 1085

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 28/06/2013

CASE NUMBER: 2013-0777

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 OF CAPABILITIES, MR. PETER ROUND ASSISTED BY :

Miriam Clancy
Capabilities Directorate,
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

Capabilities Directorate

3/ NAME OF THE PROCESSING

PROCESSING OF CONTACT DETAILS FOR EXTERNAL DATA SUBJECTS WITHIN THE VISITORS DATABASE & OUTLOOK CONTACTS.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Collection and processing of data for personnel in contact with Capabilities Directorate in relation to the development of defence capabilities to enable access to EDA premises via the EDA Security Database entry system and by direct email or telephone contact with external parties.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Personnel from participating Member States, Defence industry, EU Institutions, 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 no., fax no., e-mail address, passport/ID Card No., Place and Date of issue

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Information that is given to Data subject when data is requested is the need for this information which will 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.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Automatic processing within the Visitors Database IT Tool as well as in Microsoft Outlook contacts.

10/ STORAGE MEDIA OF DATA

Storage of data is in the Visitors Database and in Microsoft Outlook contacts.

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 subject when supplying the information. The information is normally received electronically by email 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 retained as per 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. Data is retained for the duration of necessary contact with the data subject to carry out EDA business.

(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):*

PRIOR CHECKING REALISED : EDA-PCN-2-CONTACT DETAILS

17/ COMMENTS

PLACE AND DATE: BRUSSELS, 3RD MAY 2013

DATA PROTECTION OFFICER: ALAIN-PIERRE LOUIS

INSTITUTION OR BODY: EDA