

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1086

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 28/06/2013

CASE NUMBER: 2013-0778

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 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 Personal Credit Card Details for Capabilities Directorate Staff.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Collection and processing of credit card details in electronic format for Capabilities personnel for the reservation of transportation, hotels and other services in connection with their travel on mission on behalf of the Capabilities Directorate.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Capability Directorate personnel who participate in work related missions.

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

Credit Card details, Family name, first name, administrative address, Date of Birth, Passport details.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Information received voluntarily from data subjects to enable the booking of transport, hotels etc. on their behalf while on work related mission.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

Request for details to be updated or deleted can be received from the data subject at any time.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Manual Processing – Excel Database password protected with one user.

10/ STORAGE MEDIA OF DATA

Password Protected Excel Database .

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

The data subject voluntarily supplies the information to enable the booking of hotels, transport or other services when on work related mission. The information is stored in a password protected excel database, accessed by one user.

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

The data is transferred to BCD Travel to authorise bookings for personnel while on mission, the data subject authorises this data transfer.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Personal data is retained until the person leaves the EDA or until they instruct that the details should be deleted.

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

Data is erased immediately on request from the data subject.

(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 Countries or International Organisations.

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

PRIOR CHECKING REALISED ; EDA-PCN-3-CREDIT CARD DETAILS

17/ COMMENTS

PLACE AND DATE: BRUSSELS, 3RD MAY 2013

DATA PROTECTION OFFICER: ALAIN-PIERRE LOUIS

INSTITUTION OR BODY: EDA