

(To be filled out in the EDPS' office)

REGISTER NUMBER: 1163

(To be filled out in the EDPS' office)

NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 20/09/2013

CASE NUMBER: 2013-1035

INSTITUTION: EEAS

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

Jaime Perez Vidal, Head of Division
EEAS MDR.C.4 Career and Learning Development
European External Action Service
EEAS JOYE 7/191

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

EEAS – MDR Division C4 – Career and Learning Development

3/ NAME OF THE PROCESSING

Title: Certification exercise for EEAS officials (art. 45a SR).

1) The applicant applies for certification by introducing (by email or mail) his/her application, including an application form as well as supporting documents such as copies of appraisal reports, diploma, training maps, a motivation letter, a self-declaration on honour and other documents that the applicant considers to be appropriate

2) A pre-selection board established by the Human Resources Department analyses all applications and proposes a draft list of candidates to be proposed for the certification training. The analysis of applications is based on the criteria listed in HR Decision (2011)16 (see attached) as well as the points' scheme referred to in the EEAS Decision of 17 December 2012. An evaluation grid in Excel or similar format is used for this purpose.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

- 3) The draft list of candidates is published; non-selected candidates may appeal within the indicated deadline
 - 4) A Joint Certification Committee established by EEAS Decision HR (2011) 16 analyses all the appeals and issues recommendations to the AIPN
 - 5) The AIPN publishes the list of candidates authorised to follow the certification training within the EEAS.
- The list of candidates who have successfully completed the training is published by the AIPN, making them eligible to apply for any open AD post vacancy.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

The purpose of the present processing operation is to select candidates in the assistants' function group without career restrictions to participate in the training offered by the European Administrative School which finally qualifies for certification according to Art. 45a SR.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

EEAS officials in the assistants' function group without career restrictions applying for the certification procedure.

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

Data involved in the processing operation:

- name
- surname
- personal number
- job descriptions
- appraisal reports
- CVs
- diploma
- training maps
- motivation letter
- self-declaration on honour
- other documents introduced by the applicant deemed suitable for the application

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Data subjects communicate the data requested on a voluntary basis by email, secured email or internal mail.

A Privacy Statement linked to this Notification contains all information provided to the Data Subjects.

The aforementioned distinct Privacy Statement is available on the intranet – EEASzone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/51201>)

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS
(Rights of access, to rectify, to block, to erase, to object)

Data subjects will have access to the same data defined above. These will be communicated through an https internet application: SYSPER2.

Data subjects will have full active access to their data. Modification or other handling of data can be requested to the case handlers in MDR.C.4

The data subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of their personal data, which will be implemented within 10 working days after the request will have been deemed legitimate. If the data subjects have any queries concerning the processing of their personal data, they may address them to the data controller at the following functional mailbox:
EEAS-CAREER-CERTIFICATION-PROCEDURE@eeas.europa.eu.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Both: Manual and Automated Processing

10/ STORAGE MEDIA OF DATA

Applications to be sent to the functional mailbox to which access rights are limited to members of the Career section in MDR.C.4. Physical files are kept in locked cupboards. Transmission of files to persons defined in point 12 either as copies in closed envelopes or electronically by SECEM. Tables and other documents produced for the purpose of carrying out the exercise to be deleted after all legal rights and obligations belonging to the status of an official are finalised.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

- Art. 45a SR; Council Decision of 20/09/2005 on the GIPs on art. 45a, adopted by the EEAS with Decision PROC HR (2011) 13 of 22/11/2011
- EEAS Decision HR (2011) 16 of 8 December 2011 concerning the setting up of a Joint Certification Committee
- EEAS Decision of 17/12/2012 on the selection criteria and allocation of points.

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

- MDR-C4 case-handlers in the career section and their hierarchy.
- Members of the Joint Certification Committee.
- The AIPN

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Data to be stored until all legal rights and obligations referring to the employment contract or to the status of an official or a temporary agent have elapsed, i.e. for a maximum of 5 years after a/ the termination of the contract or b/ retirement from active service. Data will be removed at the end of this period.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS
(Please, specify the time limits for every category, if applicable)

The data subject has the right to access his or her personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of his/her personal data, which will be implemented within 10 working days after the request will have been deemed legitimate.

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:

↑ Article 27.2.(a)

Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

N/A

↑ Article 27.2.(b)

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

Applicable.

The purpose of the present processing operation is to select candidates in the assistants' function group without career restrictions to participate in the training offered by the European Administrative School which finally qualifies for certification according to Art. 45a SR.

↑ Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

N/A

↑ Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

N/A

↑ Other (general concept in Article 27.1)

N/A

17/ COMMENTS

None

PLACE AND DATE: BRUSSELS, _____

DATA PROTECTION OFFICER: Ms. CARINE CLAEYS, EEAS DPO _____

(SIGNATURE)

INSTITUTION OR BODY: EUROPEAN EXTERNAL ACTION SERVICE (EEAS)