

*(To be filled out in the EDPS' office)*  
**REGISTER NUMBER: 1230**

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**NOTIFICATION FOR PRIOR CHECKING**

**DATE OF SUBMISSION: 24/04/2014**

**CASE NUMBER: 2014-0468**

**INSTITUTION: GSA EUROPEAN GLOBAL NAVIGATION SATELLITE SYSTEMS AGENCY**

**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

European GNSS Agency, Janovskeho 438/2, 17000 Prague, Czech Republic

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

Human Resources

3/ NAME OF THE PROCESSING

Fixation of individual rights - emoluments (REGISTER NUMBER: GSA/DP/20/2014)

4/ PURPOSE OR PURPOSES OF THE PROCESSING

The purpose of the processing operation is to manage the rights and entitlements of statutory staff subject to the Staff Regulations and the corresponding payroll associated with those rights and entitlements, including pension rights.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

All GSA statutory staff members: temporary agents and contract agents.

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

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

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA

*(including, if applicable, special categories of data (Article 10) and/or origin of data)*

The data pertaining to the rights and entitlements of the data subject consists of: title, name, gender and age of the data subject; full career details with indications of category, grade, step and seniority in step; family situation including details about civil status, spouse or partner, children and family income when required to determine the right to certain allowances; data pertaining to the payroll includes summary sheets as received from the salary liaison officer of the PMO in Brussels.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Explanatory notes on calculation of salaries and allowances, pensions, annual adjustment of salaries and pensions are communicated to staff members regularly.

Data subject is provided with a copy of the "salary input note" containing their personal data as provided to the salary liaison officer in the PMO and a privacy statement informing them inter alia on their rights as data subjects. In addition to this- the privacy notice (attached for EDPS information) is given to the data subject as well as made available on GSA intranet.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

*(Rights of access, to rectify, to block, to erase, to object)*

Each staff member has a right to access his/her own data when submitting the required information to the HR. Each staff member has a right of access, rectification and update at any time to his/her personnel file where copies of all information related to salaries and individual entitlements are kept. Each staff member may as well lodge a complaint and/or appeal pursuant to Article 90 of the Staff Regulations and the Conditions of Employment of Other Servants should he/she dispute the decision of the appointing authority concerning the fixation of his/her rights and entitlements.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The data are processed manually: the information is provided by the data subject him/herself. All relevant documents are filed by the responsible HR staff in the personnel file of the data subject and on secured database HR Sharepoint.

10/ STORAGE MEDIA OF DATA

Electronic documents are stored online in a secure database - HR SharePoint.  
Paper copies are stored in the Human Resources Department Offices in locked cupboards accessible only by staff of Human Resources Department.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Staff Regulations

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

HR Department, Appointing Authority, Management, PMO and Legal Department (in justified cases only), Civil Service Tribunal, the EDPS, OLAF and the European Ombudsman (in case of complaint), the Court of Auditors and the Internal Audit Service (in case the process is being audited).

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Personnel files are kept in the HR Department office for the duration of the person's contract with the GSA. Thereafter they are filed in the HR archives. Personnel files are kept for the period of 120 years (analogy applied based on Common Commission-level retention list for European Commission (SEC(2007) 970).

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)*

Two weeks after the receipt of request

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

No

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,)*

Article 27.2.(b)

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

Article 27.2.(c)

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

Article 27.2.(d)

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

Yes, in compliance with Article 44 of the Staff Regulations.

Other (general concept in Article 27.1)

17/ COMMENTS

PLACE AND DATE: PRAGUE, 24/04/2014

DATA PROTECTION OFFICER: MS. TRIINU VOLMER

INSTITUTION OR BODY: GSA EUROPEAN GNSS AGENCY