

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1233

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 24/04/2014

CASE NUMBER: 2014-0475

INSTITUTION: GSA EUROPEAN GNSS AGENCY

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

INFORMATION TO BE GIVEN²

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

Selection and Contracting of Interim Agents

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Processing of personal data linked to candidates' applications sent to GSA by the service provider (an interim agency based on relevant service contract)

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

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

The data of applicants provided in the course of the selection procedures based on the service contract with interim agency

(potential) interim agents provide their personal data to the interim agency on voluntary basis in frame of looking for job (in format of EU CV mostly):

Personal data allowing the person to be identified, i.e. surname, first name, date of birth, gender.

Information provided by the person to allow the practical organisation of selection- i.e. address information: street, postcode, town, country, telephone, fax, e-mail.

Information provided by the person to interim agency i.e. nationality, languages, education, employment record, outcome of interviews with the interim agency.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Information to applicants is provided by the interim agency (obligation stemming from service contract)

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

Applicants have a right to access their data. They have a right to update or correct their identification data in the course of the selection.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Manual: CVs are submitted by the candidates to the interim agency that screens them according to the recruiting department (GSA) needs. HR receives the relevant applications and discloses them to the recruiting department which decides on the candidates to be shortlisted for interviews. On the basis of the interview decision is taken on the candidate to be selected for the post.

10/ STORAGE MEDIA OF DATA

Applications 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

Service contract awarded to the interim agency according to public procurement rules of EU

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

HR department, selecting department, Authorising officer (Executive Director), legal department (for interim agency contract management purposes only)

Also, if appropriate, access will be given to the Internal Audit Service, the European Ombudsman,

the Civil Service Tribunal and the European Data Protection Supervisor

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

For successful applicants, personal data is retained for a period of 5 years (starting from end of the year of start date of relevant interim services contract) in line with budgetary and audit rules.

Non-selected applicants: data are not retained.

After the above-mentioned periods, only data needed to provide overall statistics on the exercise might be kept. These statistics are not subject to Regulation 45/2001 since they are anonymous and cannot be used to identify one or more persons either directly or indirectly.

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

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)

See section 13

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,)

n/a- processed by GSA service provider- the interim agency

Article 27.2.(b)

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

yes- on interview with selected candidates of which no record is kept

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)

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yes- successful candidate will have a contract with interim agency and provide services to GSA on that basis

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