

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1243

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 20/05/2014

CASE NUMBER: 2014-0599

INSTITUTION: EUSC (SAT CEN)

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 Union Satellite Centre
Data Protection Officer: Jean Baptist Taupin
Apartado de Correos 511, E-28850 Torrejon de Ardoz, Madrid

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

The Controller of data is:
Human Resources and Training Unit Administration Division, General Services Unit. Finance Unit

3/ NAME OF THE PROCESSING

TRAINING

4/ PURPOSE OR PURPOSES OF THE PROCESSING

TRAINING TO EXTERNAL ORGANISATIONS AND INDIVIDUALS
INTERNAL TRAINING
TRAINING PROVIDED BY SATCEN AT SATCEN FACILITIES

The SatCen provides specialised training for image analysts, as well as training in SatCen activities and procedures. This training includes a basic element of theory on matters such as features of digital, satellite and sensor images processing; standards and outputs; analysis of images from different information categories. Training also includes practice with SatCen computing and training

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

software systems (basically ERDAS and ArcGis), as well as evaluation. This practice is usually taught by the staff of SatCen training unit or by invited lecturers, consultants or teachers. Occasionally, staff members also attend specific modules of these university level training courses

Training provided by SatCen has three aspects:

1. - Training on unclassified materials (languages):

Data are Personnel unit. Duration of training varies from 3 days to 4 weeks.

2. - Training on classified materials:

Training aimed to authorised personnel from Member States and Ministries of Defence, These bodies are in charge of processing and providing identification data, employment details data, professional experience data, and education data.

Variable duration of training, with a maximum duration of 4 weeks.

In this case, personal accreditation, missions, supplements, accommodation and payment data are provided.

3.- E-learning training:

The following data are requested from applicants: identification data, employment details data, professional experience data, training and education data, and financial data for payment purposes.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Military and Civilian staff from EU Member States

Guest Speakers

Applicants

Trainers /teachers /External Instructors.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA

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

Identification data: name and surname, nationality, sex, profession, military rank, employment position and functions, ID card/Passport, Security clearance. Contact data: organisation, mailing address, postal code, town, country, phone number, fax number, e-mail address

Data relevant for the training: knowledge

Data of the body authorising the course: organisation, State, mailing address town postal code, name and surname, position, phone number, fax number e- mail address

Financial data for payment purposes (only access for Financial Unit).

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Pursuant to Articles 11 and 12, Regulation (EC) 45/2001, where the data are obtained directly from data subjects data are processed according to the provisions of the above said Regulation and, where applicable, according to the provisions of COUNCIL DECISION 2009/747/CFSP concerning the Staff regulations of the European Union Satellite Centre,

In all cases, data collection forms shall include the following legal notice: "All personal data collected in this procedure to be handle by SatCen will only be used for its purposes and will in no case be transmitted to any third party, excluding the legal obligations or other exception contained in

article 8,a) Regulation 45/2001, Any data provided will be treated in the strictest confidence and with high security. All documents provided to SatCen during this procedure will be kept in SatCen's files and will not be returned to this owner,

The personal information the SatCen requests will be processed in full compliance with the applicable European data protection regulation.

The rights of information, Access, correction, blocking and deletion of personal data are guaranteed under these rules, and These rights may be exercised by email to dpo@satcen.europa.eu with a copy of the documentation accrediting the personality:"

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

Pursuant to Regulation (CE) 45/2001 (Article 13 and seq.), data subjects may exercise before SatCen DPO their rights of access, rectification and blocking using any of the SatCen accepted means of communication.

Applicants shall be requested to exercise the right of accrediting their identity by attaching supporting identification documents to the written/electronic application; if this right is exercised through an attorney, the relevant powers of attorney granted by the data subject shall be request.

Application of Articles 13 to 18 of Regulation 45/2001

Each data subject will receive an explanatory letter with details. This gives the possibility to check the exactitude of data and ask for rectification, if necessary.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Personal data are collected through electronic documents and Course Application forms.

Information is processed in the Atlas Network.

10/ STORAGE MEDIA OF DATA

Any data contained in IT tools are stored in the Atlas network; this network is used for all SatCen non-classified materials. Servers where the information is to be stored are located in a closed and climate-controlled room whose access is limited to SatCen Director and heads of systems and security. Furthermore, this room is located within a restricted area to which only security-cleared staff has access.

As for connexions to the data network, the connexion of unauthorised devices is prohibited; additionally, certain mobile devices are prohibited within Sateen administrative facilities,

Regarding hard copy files, their use is prohibited within the restricted area; within the administrative area, where only security-cleared staff can access (guests and this-parties may access this area only when escorted by SatCen staff), this information is within each department, located in locked cabinet in the Training Unit.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Article 5 Regulation (EC) 45/2001.

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

Within SatCen:

- Administration
- Security
- Systems
- Finance Unit.
- Training Unit.

Outside SatCen:

- Torrejón Airbase
- EU institutions, pursuant to Article 11, Regulation (EC) 45/2001
- Member States' Security bodies and Ministries of Defence

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

According to the provisions of Article 16 Regulation (EC) 45/2001, data subjects are entitled to have their personal data erased by the controller whenever the processing of personal data is unlawful. Processing of personal data shall be deemed unlawful when the principles of data quality are not met (Article 4) or when processing of data has not a lawful purpose (Article 5); in any case, processing of data outside classified materials is performed in compliance of a legal obligation of the controller, in this case, the purpose for the processing of data is the management of the internal or external training.

In any event, the personal data are storage five years since the end of the year in course.

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 may be blocked and erased in accordance with rights provided respectively for the articles 15 and 16 of the regulations (EC) No. 45/2001 on request of the data subject.

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,*)

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*)

Other (general concept in Article 27.1)

17/ COMMENTS

N/A

PLACE AND DATE: TORREJÓN DE ARDOZ, MADRID, SPAIN

DATA PROTECTION OFFICER: JEAN BAPTIST TAUPIN

INSTITUTION OR BODY: EUSC EUROPEAN UNION SATELLITE CENTRE