

*(To be filled out in the EDPS' office)*

**REGISTER NUMBER: 1248**

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**NOTIFICATION FOR PRIOR CHECKING**

**DATE OF SUBMISSION: 05/06/2014**

**CASE NUMBER: 2014-0604**

**INSTITUTION: EUSC**

**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 Union Satellite Centre  
Data Protection Officer: Jean-Baptiste Taupin  
Apartado de Correos 511, E-28850 Torrejón de Ardoz, Madrid

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

Administration Division.

3/ NAME OF THE PROCESSING

MANAGEMENT OF PENSION RIGHTS

4/ PURPOSE OR PURPOSES OF THE PROCESSING

The transfer procedure enables account to be taken, in the EU SatCen pension schemes, of pension rights acquired by the SatCen employees.

Personal data are processed for the purpose is to open the right to serve the pension to SatCen employees, granting of which is typically subject to a prior legal relationship with SatCen pursuant to SatCen New Pension Scheme, applicable to staff members and agents having taken up duty after 30 June 2005. Regulation thereof is laid down in Article 29, COUNCIL DECISION 2009/747/CFSP concerning the Staff Regulations of the European Union Satellite Centre.

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

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

Processing takes place as from the date of application by the beneficiary, and includes the study of conditions and request of information, and the administrative processing of the application.

Processing of personal data also includes information on the beneficiaries of widowhood and orphanhood benefits, this information shall be provided by the relevant beneficiary.

Upon retirement from SatCen, data for the payment of pension benefits are sent to The International Service for Remunerations and Pensions (ISRP).

#### 5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Staffs name and surname  
Address  
Bank account number  
Marriage characteristics  
Surviving spouse and right-holders data

#### 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, surname, birth data, personal number, administrative address):

- Personal data (civil status, private address)
- Recruitment & contract data
- Social security and pension information

Data for the processing of widowhood and orphanhood benefits: employee's death certificate; identification data of surviving spouse/children/descendants; personal characteristics data and financial data for the management and payment of benefits.

SatCen internal management data

#### 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 handled 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 Sat.Cen'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](mailto:dpo@satcen.europa.eu) with a copy of the documentation accrediting the personality. will be sent to the ISRP to perform the payment of the pension"*

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

Automated and manual processing.

Processing operation is performed both manually, by processing applications and managing the information referred to the officer/agent/delegated staff file, and thereafter automated through the IT tools allocated to these purposes by SatCen Human Resources Directorate.

Electronic disclosure of data to ISRP.

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 SatCen 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 at the Personnel dependences.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Article 5.a, Regulation (EC) 45/2001

Legal basis: Article 11 of Annex VIII of the Staff regulations and the conditions of employment of other servants of the European Communities.

Article 29 of Decision 2009/747/CFSP

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

SatCen General Pension Scheme, Article 29, Council Decision 2009/747 /CFSP, of 14 September 2009

Article 5.a, Regulation (EC) 45/2001

Information for management of the effective payment of allowances is performed through ISRP, before whom data subjects may exercise their rights.

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 employees pension rights

The maximum retention period is 120 years since the birth of the staff member.

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-BAPTISTE TAUPIN

INSTITUTION OR BODY: EUSC EUROPEAN UNION SATELLITE CENTRE