

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1252

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 17/06/2014

CASE NUMBER: 2014-0614

INSTITUTION: EUSC

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

EU SATCEN STAFF COMMITTEE (BASE AÉREA DE TORREJÓN ARDOZ, AVENIDA DE CÁDIZ S/N,
EDIFICIO 457, 28850, TORREJÓN DE ARDOZ, MADRID, SPAIN)

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

EU SATCEN STAFF COMMITTEE

3/ NAME OF THE PROCESSING

Staff Committee Activities

4/ PURPOSE OR PURPOSES OF THE PROCESSING

The purpose of the processing is to:

- defend the professional interest of all employees of the Centre;

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

- make proposals for improving the well-being of all employees;
- make suggestions regarding social, cultural and sporting activities for the employees;
- represent all employees vis-à-vis staff associations of other international organisations.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

- Members of the Staff Committee.
- Staff members of the EU SatCen.
- Staff member's family members

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

- Name, function, contact details of staff members.
- E-mails sent to or from the Staff Committee or between Staff Committee Members may contain personal data of the staff concerned, such as for example the views of the staff members on particular issues or the difficulties he or she is experiencing.
- Names of staff member's family members for the organisation of social events.
- It cannot be excluded that sensitive data may be collected and processed in exceptional circumstances, for example where a staff member reports on particular issues or the difficulties he or she is experiencing or when data related to allergies are sent by the staff member.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

A Privacy Notice is published on the EU SatCen intranet under staff Committee.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

Data subjects can exercise their rights by sending an e-mail to the EU SatCen Staff Committee functional mailbox (staff.committee@satcen.europa.eu).

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Automated and manual processing.

10/ STORAGE MEDIA OF DATA

All data collected are stored in a folder “Staff Committee” in the folder.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Article 34 of the EU SatCen Staff Regulations.

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

Data can be accessed only by Staff Committee members.

The Staff Committee is bound to ensure the confidentiality of the communications received from the staff vis-à-vis the Agency. In particular, the views of the staff are transmitted to the management with the consent of the data subject and on a no name basis, so as to exclude the direct identification of the persons concerned.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

All data processed are kept in the folder “Staff Committee” for the maximum period of the duration of the appointed Staff Committee plus one year. After this period, the SC subsequently in charge should delete the related data.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS

- Upon justified request by the data subject: 15 working days.
- Article 20 (1) (c) of Regulation (EC) 45/2001 may apply.

(Please, specify the time limits for every category, if applicable)

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.

NO

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:

1 Article 27.2.(a) ✓

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

1 Article 27.2.(b) ✓

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

1 Article 27.2.(c)

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

1 Article 27.2.(d)

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

1 Other (general concept in Article 27.1)

17/ COMMENTS

PLACE AND DATE: TORREJON DE ARDOZ

DATA PROTECTION OFFICER: JEAN- BAPTISTE TAUPIN

INSTITUTION OR BODY: EUROPEAN UNION SATELLITE CENTRE