

(To be filled out in the EDPS' office)

REGISTER NUMBER: 1272

(To be filled out in the EDPS' office)

NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 08/10/2014

CASE NUMBER: 2014-0935

INSTITUTION: EASO

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

EASO
MTC Block A
Winemakers' Wharf, Grand Harbour
Valletta
MRS 1917 MALTA

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

Francois Bienfait
Centre for Training, Quality and Expertise (CTQE)

3/ NAME OF THE PROCESSING

Training and Expert pool

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Personal data is processed for the establishment of a pool of experts, the Training and Expert Pool. Experts are nominated by their training NCP (National Contact Point) for inclusion in the pool. EASO's Centre for Training, Quality and Expertise checks that nominated experts possess the required qualifications and expertise prior to including them in the pool. Experts from the Training and Expert pool may be selected for deployment by EASO as trainers, didactic experts or content experts.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

The data subjects are asylum experts from Member States that have been put forward by their National Contact Point for inclusion in the Training and Expert Pool.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA

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

Personal data collected and further processed concern the CVs of experts forwarded to EASO by training NCPs, following a call for nominations for EASO's Training and Expert Pool: The personal data collected from experts' CVs are:

- Name and Surname
- e-mail address
- Type of Expert (trainer, content, didactic)
- Area of expertise (categorised by module)
- Member State
- Additional languages spoken
- Experience in train-the-trainer sessions
- Experience in national sessions
- Frequency of training delivery
- Other personal data.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

A privacy statement has been made available on the EASO internet site:

http://easo.europa.eu/wp-content/uploads/2014-08-27-Training-and-Expert_PMC.pdf .

EASO shall also publish the Terms of Reference for the Trainers as a booklet to be disseminated to NCPs. This booklet contains a reference to the privacy statement.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

The data subjects are informed of their rights and of the procedure to exercise them via the specific privacy statement available on the internet site.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The selection of experts for inclusion in the Training and Expert Pool is a manual operation.

10/ STORAGE MEDIA OF DATA

Experts' CVs are kept in electronic format on a folder with access restricted to CTQE staff members involved in the administration of the Training and Expert Pool.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

The legal basis for the processing is Article 6, Regulation (EU) 439/2010 of the European Parliament and of the Council of 19 May 2010 establishing a European Asylum Support Office.

The Draft Deployment Procedure for the Training and Expert Pool, attached, once approved, shall also form part of the legal basis for the processing.

The processing of personal data is necessary for the performance of tasks carried out in the public interest (see Article 5(a) of Regulation (EC) No 45/2001)

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

The recipients are the Head, Centre for Training Quality and Expertise (CTQE), the Head, Centre for Operational Support (COS), CTQE staff members involved in the administration of the Training and Expert Pool, and COS staff members involved in the deployment of ASTs.

As agreed by EASO and NCPs, experts nominated by NCPs for the Training and Expert Pool may also be deployed in Asylum Support Teams. When requested, the CVs of relevant experts shall be forwarded by CTQE to COS.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Experts' CVs are kept in the Training and Expert pool until EASO receives a notification from their respective NCP that they are no longer available. Following this notification, their CVs are removed from the pool. Periodically EASO requests NCPs to submit an updated list of available experts/CVs.

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)

Experts who have submitted their CV to EASO via their NCP have the right to access their personal data at any time by submitting a request in writing to training@easo.europa.eu .

Experts may update or correct their identification data at any time. To update or correct data regarding qualifications and experience relevant for inclusion in the Training and Expert Pool, experts must re-submit their CV via their NCP. Data subjects may ask to be removed from the EASO Training and Expert Pool and their personal data to be erased, by submitting a request in writing to EASO via their NCP.

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

PLACE AND DATE: V ALLETA, MALTA, 20 AUGUST 2014

DATA PROTECTION OFFICER: PAULA MCCLURE

INSTITUTION OR BODY: EASO