

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1279

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 18/11/2014

CASE NUMBER: 2014-1071

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 (BASE AÉREA DE TORREJÓN ARDOZ, AVENIDA DE CÁDIZ S/N, EDIFICIO 457, 28850, TORREJÓN DE ARDOZ, MADRID, SPAIN) (DIRECTOR - MR. TOMAŽ LOVREN I)

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

Administration Division (Head of Administration)
External Medical Provider (Processor): EUROPREVEN SERV. PRL, S.L (contract attached)

3/ NAME OF THE PROCESSING

Pre-Recruitment Medical Exam and Annual Medical Check-up.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Pre-recruitment medical exam: to assess whether the candidate is physically fit to perform his duties at the EU SatCen

Annual medical check-up: to assess the suitability / unsuitability of any staff member to continue to occupy his post within the Agency.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

All staff members employed in the Centre: Permanent, Temporary, SNEs, Local Staff and Trainees.

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

Pre-recruitment medical exam: The Administration Division sends an email to all selected candidates to undergo a pre-recruitment medical exam under the Agency's Staff Regulations.

Medical exams are carried out by the external provider and medical results are provided directly to the staff member.

EUROPREVEN SERV. PRL, S.L sends an aptitude certificate (not including medical results) to the Administration Division. It is collected by the two case officers in charge.

Annual medical check-up: Each year, the Administration Division sends an email to all staff members to undergo an annual medical check-up under the Agency's Staff Regulations.

Medical exams are carried out by the external provider and medical results are provided directly to the staff member

EUROPREVEN SERV. PRL, S.L sends aptitude certificates (not including medical results) to the Administration Division collected by two case officers in charge.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

A Privacy policy is attached on the invitation sent to the selected candidates and staff members to undertake pre-recruitment medical exam and annual medical check-up respectively. This invitation with the privacy policy attached is sent by email.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

Data subjects may have the right of access at any time without constraints, and likewise the right to rectify their administrative data in their personal files.

As to the medical files kept by the external provider, they may add any second opinions of other doctors to their files.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Manual processing of paper copies of aptitude certificates are collected and stored in personal files.

10/ STORAGE MEDIA OF DATA

Hard copies of the aptitude certificates are stored in hard copy archive and electronic copies stored in personal files folder found in the Agency's server.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Pre-recruitment medical exam: Chapter II, Art.6 of the Staff Regulation of the EU SatCen published on 25 August 2009 (OJ) 11765/09 (see attached).

Annual medical check-up: idem.

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

- External providers on behalf of the Court of Auditors in order to control the projects financed by the EU.
- Appeals Board: members appointed by the SatCen Board composed by all EU Member States.
- National Legal Jurisdictions.
- Possibly Ombudsman

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Recruited candidates: Aptitude certificates are kept for 10 years in the personal file after the end of active employment or end of pension rights.

Non-recruited candidates: their non-aptitude certificates are kept for a maximum of two years, taking into consideration the time they might need to challenge the decision.

Medical results are kept by EUROPREVEN SERV. PRL, S.L for a maximum period of 30 years after the last medical document is inserted in the medical file of the staff member.

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

Within a month of delay after receipt of the request

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

14/	HISTORICAL, STATISTICAL OR SCIENTIFIC PURPOSES
<i>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.</i>	
NO	

15/	PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS
NO	

16/	THE PROCESSING OPERATION PRESENTS SPECIFIC RISK WHICH JUSTIFIES PRIOR CHECKING (<i>Please describe</i>):
AS FORESEEN IN:	
<input checked="" type="checkbox"/>	Article 27.2.(a)
<i>Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,</i>	
<input type="checkbox"/>	Article 27.2.(b)
<i>Processing operations intended to evaluate personal aspects relating to the data subject,</i>	
<input type="checkbox"/>	Article 27.2.(c)
<i>Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,</i>	
<input type="checkbox"/>	Article 27.2.(d)
<i>Processing operations for the purpose of excluding individuals from a right, benefit or contract,</i>	
<input type="checkbox"/>	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