

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1281

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 18/11/2014

CASE NUMBER: 2014-1074

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)

3/ NAME OF THE PROCESSING

Probationary period procedure

4/ PURPOSE OR PURPOSES OF THE PROCESSING

At the end of the probationary period of 6 months, a report shall be made on the ability of the staff member to perform or not the duties pertaining to his post and also on his conduct and efficiency in the services.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Staff members employed in the EU SatCen: Permanent and Temporary.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

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

Please find attached a blank copy of a **probationary report** (standard of work, relationships with colleagues, attendance record, general comments, confirm completion of probation, fail probation – provide justifications). It is filled in by the supervisor of the staff member.

In case the probationary period needs to be extended the Head of Administration sends an email to the supervisor of the data subject stating that his probationary period maybe extended due to:

- Sickness
- Maternity
- Accident

No further information or diagnosis is indicated in the email.

The Director sends by email to the staff member his **final decision** on probationary period informing him whether he has successfully completed the 6 months probationary period or not.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

A Privacy policy is published on intranet under Administration.

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 to their probationary report and final decision in their personal files.

They may rectify any factual data related to them. Rectification also means that they made submit an appeals procedure. Any revised reports related to the appeal are added to the personal file.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Automated and manual: exchange of emails between the supervisor, Head of Administration and Director; Probationary report; final decision.

10/ STORAGE MEDIA OF DATA

Hard copies of the above data are stored in hard copy archive and electronic copies stored in personal files on server.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Chapter II, Recruitment and duration of appointment, Art.7 (2) of the Staff Regulation of the EU SatCen (see attached) published on 25 August 2009 (OJ) 11765/09.

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

Possibly Appeals Board, Court of Auditors, Ombudsman.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Successful staff members: their probationary report and relevant documents are kept in their personal file for a minimum 5-year period and a maximum 10-year period from the date of the report.

Unsuccessful staff members: their personal data are kept in their personal file for 5 years after the Director's final decision taking into account possible appeal and complaint procedures.

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

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:

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: TORREJON DE ARDOZ

DATA PROTECTION OFFICER: JEAN- BAPTISTE TAUPIN

INSTITUTION OR BODY: EUROPEAN UNION SATELLITE CENTRE