

(To be filled out in the EDPS' office)

REGISTER NUMBER: 1283

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 19/11/2014

CASE NUMBER: 2014-1082

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)
Contract with a local agency, which is in charge of the preparation of contracts, salary slips and all documentation related to social security on behalf of the EU SatCen (see contract attached).

3/ NAME OF THE PROCESSING

Recruitment of Local Staff

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Local staff is selected and recruited in order to fill in needs of the Agency:

- Long term absences of staff
- Work overload

Candidates must demonstrate a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of their duties.

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 candidates, limited to nationals of the Member States of the European Union.

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

All applicants should submit their Europass Curriculum Vitae (CV).

The selected ones are invited by the Administration for an interview, which is carried out by the relevant specialized department.

Sometimes candidates may need to carry out a written text.

The Administration will request from successful candidates their original documents supporting every educational achievement and work experience they have refer to in the application form.

Candidates invited for interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have refer to in the application form.

Once a candidate is selected and before being recruited, he/she should undergo a medical examination certifying that he/she is physically fit to perform his/her duties. (Chapter II, Art.6 of the Staff Regulation of the EU SatCen published on 25 August 2009 (OJ) 11765/09).

Once a candidate is selected the EU SatCen will request a security clearance from the competent National Authorities in conformity with Tittle I, General provisions Art.2 (5) of the Staff Regulation of the EU SatCen published on 25 August 2009 (OJ) 11765/09.

The Security Office asks from the national authority (NSA) to send the security clearance of the successful applicant.

Security clearances contain the following data: name, surname, date of birth, level of classification (confidential, secret, top secret), issuing date, date of expiration and NSA which has issued it.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

A Privacy policy is available on the EU SatCen website under recruitment procedures, link below Local staff (see attached).

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

Candidates may have access to their evaluation results regarding their interview assessment excluding any comparative results and individual opinions of the evaluators in line with Art.20 (1) (c) of Regulation (CE) 45/2001. Data subjects are provided with aggregated results upon request.

Candidates may rectify the identification data at any time during the selection procedure. They may not modify their admissibility criteria data after the closing data of submitting their CV.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Automated: candidates send their CV by email. These are subsequently printed and registered. Assessment results of the evaluators are kept in a separate file.

10/ STORAGE MEDIA OF DATA

Hard copies of the CV are stored in a locked archive and electronic copies stored on server. Assessment results are also stored in a locked archive.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Title III, Provisions applicable to local staff of the Staff Regulation of the EU SatCen (see attached) published on 25 August 2009 (OJ) 11765/09 (see attached).

For aptitude certificates: Chapter II, Art.6 of the Staff Regulation of the EU SatCen (see attached) published on 25 August 2009 (OJ) 11765/09 (see attached).

For security clearance: Title I, General provisions Art.2 (5) of the Staff Regulation of the EU SatCen published on 25 August 2009 (OJ) 11765/09 (see attached).

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

- Internal evaluators.
- National Jurisdiction.
- The EU SatCen transfers to the local agency the following data: name, surname, copy of the ID card and the social security number of the selected candidate. The local agency, prepares the contracts, between the EU SatCen and the data subject, which include procedures for salary and social security payments.

The contract between the EU SatCen and the local agency makes reference to the Spanish Data Protection law which implemented the Directive 95/46 /EC. It also refers to the specific purpose of processing the above personal data of the selected candidate, the non-disclosure of their data to unauthorised persons and incompatible purposes, their right to have access and rectify their data at any time and the retention period of their data.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

1. Recruited applicants: Their personal data, including the aptitude certificate, are stored in their personal file for 5 years after the end of their contract for audit reasons.
2. Unsuccessful applicants: Their personal data are stored for 6 months from receipt of their CV.

As soon as the data subject leaves the agency, the Security Office sends back to the NSA his security clearance by registered mail.

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