

*(To be filled out in the EDPS' office)*  
**REGISTER NUMBER: 1298**

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**NOTIFICATION FOR PRIOR CHECKING**

**DATE OF SUBMISSION: 25/02/2015**

**CASE NUMBER: 2015-0165**

**INSTITUTION: EUROPEAN PARLIAMENT**

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

**INFORMATION TO BE GIVEN<sup>2</sup>**

1/ NAME AND ADDRESS OF THE CONTROLLER

Ms ALTENBERG SUSANNE, Head of Unit, Multilingualism Support Unit, Directorate for Organisation and Planning, Directorate-General for Interpretation and Conferences, European Parliament.

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

Multilingualism Support Unit, Directorate for Organisation and Planning, Directorate-General for Interpretation and Conferences, European Parliament.

3/ NAME OF THE PROCESSING

Screening tool for candidates interpreters

4/ PURPOSE OR PURPOSES OF THE PROCESSING

The purpose of the processing consists in the organisation of access tests for candidates to the status of Auxiliary Conference Interpreters (ACIs). More concretely, the processing relates to the first phase of the test, which operates as a pre-selection that would allow only prospective candidates to access the second phase.

Candidates (citizens with a university degree in interpretation) can inscribe themselves via the SPIRIT application, managed by DG Interpretation at the European Commission. The tests are computer based and are done virtually by means of an application developed and maintained by an

<sup>1</sup> OJ L 8, 12.01.2001.

<sup>2</sup> **Please attach all necessary backup documents**

external company. The company, however, does not have access to the data themselves, which are stored in EP servers (cf. point 10).

The tests are composed by a pre-recorded speech delivered by a staff interpreter. This speech will have to be interpreted online by the candidate, and this interpretation will be accessible for the evaluation board, which will assess whether the candidate has the potential to succeed in the second phase leading to accreditation as ACI interpreter.

The evaluation board is composed by staff interpreters of the three interpreting services in the EU (EP, Commission and Court of Justice).

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

ACIs candidates, potentially including any citizen both of the EU and of third countries.

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

Administrative Data: Surname, first name, gender, country, telephone number, email address, date of birth, nationality.

Evaluation data: active (A) and passive (C) languages, university level education, number of tests taken, recorded interpretation and results of the test.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

A privacy statement on the management of personal data of candidates, containing all the required information, will be made available to any person registering as an ACI candidate and is presented in the testing tool itself, on the screen. The document is in attachment.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

Data subjects may exercise their rights by a simple query addressed to the data controller. The Bureau Decision 22/06/2005 on implementing rules relating to EP and Council Regulation (EC) N. 45/2001 establishes the way by which the Controller must answer to the data subjects.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Processing is automated wholly or part

10/ STORAGE MEDIA OF DATA

Data will be stored electronically in the servers of the EP

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Reg. 1/58 (official languages of the EU)  
Guidelines for Inter-institutional accreditation tests  
Operational conclusions of Executive Committee of Interpretation, 44th meeting (09.07.2012).  
All documents are in attachment

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

The European Commission (DG Interpretation) and the Court of Justice (Directorate of Interpretation) and the European Parliament (DG INTE) will have access to the results, as the list is common for the three interpreting services.  
The EP Legal Service, the judges of the European Civil Service Tribunal, the European Ombudsman, the European Data Protection Supervisor, IDOC, the Internal Auditor, the Court of Auditors, and OLAF can also be recipients of a transfer.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

20 years. Candidates can be tested only three times (by decision of the Executive Committee on Interpretation), so data from previous tests have to remain in the system to make sure that this limit is duly respected. Cf. Guidelines for Inter-institutional accreditation tests, point 3.2., "Role of the screening committee", under "Eligibility criteria".

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

Maximum delay: 15 days

*(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.*

Conservation for statistical purposes is foreseen. Data will be stored anonymously.

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

NOT APPLICABLE

16/ THE PROCESSING OPERATION PRESENTS SPECIFIC RISK WHICH JUSTIFIES PRIOR CHECKING (*Please describe*):

The processing operation will involve personal data about the ability and efficiency of the candidate.

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

The processing operation will start on 2nd March 2015 in a test phase and from 2nd May 2015 as a standard procedure.

PLACE AND DATE: LUXEMBOURG, 25 FEBRUARY 2015

DATA PROTECTION OFFICER: SECONDO SABBIONI

INSTITUTION OR BODY: EUROPEAN PARLIAMENT