

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1363

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 05/02/2016

CASE NUMBER: 2016-0123

INSTITUTION: COUNCIL

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

Equal Opportunities Officer
Equal Opportunities Office
02 281 8509

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

Equal Opportunities Office 02 281 8333
Directorate General A 02 281 3595
Human Resources and Personnel Administration

3/ NAME OF THE PROCESSING

Activities of the Equal Opportunities Office

¹ OJ L 8, 12.01.2001.

² Please attach all necessary backup documents

4/ PURPOSE OR PURPOSES OF THE PROCESSING

To carry out actions related to gender equality for a more balanced representation of men and women, particularly in management posts. To enhance accessibility of GSC premises and create a more inclusive work environment for persons with disabilities. To support and implement measures for flexible working. To raise awareness of how to avoid different types of discrimination, including harassment, and to create a better understanding of the value of diversity.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

All persons whose data can be processed by the Equal Opportunities Office.

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

Lists of people who participate in activities organised by the Equal Opportunities Office, in some cases with a disability, including information on which kind of disability. Photos and videos of people who take part in these activities, such as conferences, interviews and sketches. Contact data of new officials/officials who are candidates in the mobility procedure and who disclose a disability. List of members (name, photo, phone number, e-mail address) of the Equal Opportunities Network.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Protection of personal data - Information Note to data subjects Consent form to be signed by data subjects for use of pictures and videos.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

Procedures for safeguarding the data subjects' rights are those provided for in Section 5 of Council Decision 2004/644/EC. For any request to exercise rights, an acknowledgement of receipt will be sent within five working days and the reply will be sent no later than 15 working days of the date of receipt of that request. The controller may, however, send a duly justified holding reply. The deadline for the correction, blocking or deletion of data may not exceed 10 working days, with the period starting only from the date the final decision is taken on the request to block or erase data (an administrative decision taken by the GSC or, in the event of dispute, a decision taken by the European Data Protection Supervisor or the competent court).

9/ AUTOMATED / MANUAL PROCESSING OPERATION

This notification covers all the activities of the Equal Opportunities Office organised with the aim of promoting and extending a culture of equal opportunities at the GSC : namely the organisation and management of meetings, conferences, training sessions, events, surveys and the production of documents, posters and audiovisual material, including videos, as well as any other activity. Partially automated.

10/ STORAGE MEDIA OF DATA

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

TEU, Art.2 and 3 (3), TFEU, Articles 8, 10 and 19, Article 1d of the Staff Regulations of Officials of the European Union. Article 240(2) of the Treaty on the Functioning of the European Union (TFEU) and Article 23 of the Rules of Procedure of the Council; Article 235(4) of the TFEU and Article 13 of the Rules of Procedure of the European Council. Article 5(a) and (d) (for appearance in events, posters and videos: consent of the data subject).

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

The Equal Opportunities Officer and staff of the Equal Opportunities Office. Staff of the GSC with respect to articles and posters/ videos distributed within the GSC via the Intranet and the list of members of the Equal Opportunities Network as published on the Intranet. Staff of other EU institutions and, as the case may be, the public in general, with respect to posters/videos shared with other European Institutions for joint events and/or INTERCOPEC meetings.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Four years. Data concerning a disability of candidates to new posts or mobility procedure, photos, posters and videos of persons who participate in activities organised by the Equal Opportunities Office will be destroyed as soon as they are no longer necessary. The list of members of the Equal Opportunities Network is updated regularly.

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)

See point 8

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.

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

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

- Article 27(2) (a): processing of data relating to health.

17/ COMMENTS

All the staff of the Equal Opportunities Office will sign a confidentiality clause.

PLACE AND DATE: Brussels, 03 February 2016

DATA PROTECTION OFFICER: Carmen López Ruiz

INSTITUTION OR BODY: Council of the European Union