



(To be filled out by the EDPS' DPO)

Register number: 56

Date of submission: 26 October 2017

Legal basis: Art 25 Regulation 45/2001

NOTIFICATION

INFORMATION TO BE GIVEN¹

1/ NAME AND FIRST NAME OF THE CONTROLLER

EUROPEAN DATA PROTECTION SUPERVISOR

2/ SERVICE RESPONSIBLE FOR PROCESSING PERSONAL DATA

Head of Unit Supervision and Enforcement
Head of Activity Europol Supervision

3/ NAME AND DESCRIPTION OF THE PROCESSING OPERATION

Launching and follow-up of Call for expression of interest for designation of member state experts to participate in inspections at Europol

1) Publication of a Call for expression of Interest

A Call for expression of interest, including an application form and a specific privacy statement, is sent to the secretariat of the Europol Cooperation Board. The secretariat forwards this Call to the members of the Cooperation Board. The call mentions the email address where expressions of interest should be sent to.

2) Receipt of expression of interests

Candidates (members of the national supervisory authorities) fill in the application form and submit their expressions of interest to the EDPS.

3) Selection (if needed)

¹ Please attach all relevant documents

If the number of expressions of interest received matches the required number of experts for the inspection and the necessary qualifications, no further selection is done. All these experts will be included in the joint inspection team if they match the selection criteria.

If the number of expression of interests submitted is higher than the number of experts requested, the EDPS will carry out an evaluation of the information submitted in the application form against the selection criteria. All candidates are informed about the outcome of the selection procedure.

4) Pre- and post-inspection

The EDPS will process the data for facilitating and coordinating the inspection. The EDPS will communicate limited personal data of the selected experts to Europol for facilitating the inspection (see also section 6 below).

The names will not figure in the publicly available inspection report

Also, the EDPS will further process the personal data for budgetary follow-up (reimbursement) in line with the existing notification 34 of 5.07.2015 on Financial transactions.

4/ PURPOSE(S) OF THE PROCESSING

- Setting up a list of national experts from national supervisory authorities that will take part in the joint inspection at Europol;
- Managing the joint inspection at Europol in accordance with Regulation (EU) 2016/794.

5/ DESCRIPTION OF THE CATEGORY (IES) OF DATA SUBJECT(S)

- Staff members from national supervisory authorities replying to the Call for expression of interest

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA(INCLUDING, IF APPLICABLE, SPECIAL CATEGORIES OF DATA (ARTICLE 10) AND/OR ORIGIN OF DATA)

For the setting up of the list of national experts: data mentioned in the application form: professional contact details (optional: mobile phone number), security clearance (yes/no and level of clearance), specific expertise, relevant trainings, language skills.

For the inspection management: first name, last name, national supervisory authority, field of expertise, security clearance, signed declaration of confidentiality.

7/ INFORMATION TO BE PROVIDED TO THE DATA SUBJECTS

A specific data protection notice is attached to the Call for expression of interest.

Processing of personal data of staff members of national supervisory authorities in the context of joint inspections at Europol

Controller

The controller is the European Data Protection Supervisor (EDPS).

The entity in charge of the processing on behalf of the EDPS: Supervision and Enforcement Unit.

Purposes of the processing

The processing of your personal data shall be carried out for the exclusive purpose of:

- setting up a list of national experts from national supervisory authorities that will take part in the first joint inspection at Europol;
- managing the joint inspection at Europol in accordance with Regulation (EU) 2016/794.

Categories of data

For the setting up of the list of national experts: data mentioned in the application form.

For the inspection management: first name, last name, national supervisory authority, field of expertise, security clearance, signed declaration of confidentiality.

Recipients

The recipients of your data are:

- EDPS staff:
 - the Supervision and Enforcement Unit (staff in charge of Europol matters);
 - the IT Policy sector (staff in charge of Europol matters);
 - the P&C Unit (staff in charge of the Secretariat of the Cooperation Board);
 - the Finance team (Human Resources and Budget Administration Unit) for reimbursement requests;
 - the Records Manager Sector for case file management.
- Organisations outside the EDPS:
 - Europol, only for inspection management (your personal data will appear in the announcement letter and other documents communicated to Europol in the context of the inspection),
 - Europol Cooperation Board (only if transfer necessary).

Right of access and right to rectification

If you want to access to your personal data and possibly exercise your right to rectification, you can [send your request](#) to the EDPS by post in a sealed envelope or use our [contact form on the EDPS website](#).

Legal basis of the processing

The processing of personal data is based on Article 44(2) of Regulation (EU) 2016/794 on joint inspections at Europol, as further implemented by the EDPS call of expression interest.

Time-limits for storing personal data

Data related to experts not participating in the inspection: 2 years after setting up of the list of the experts participating in the joint inspection.

Data related to experts participating in the inspection: 10 years after the setting up of the list of the experts participating in the joint inspection.

Data related to the reimbursement of experts' costs in the context of the joint inspection: 7 years from the date of reimbursement of the costs.

Right to have recourse to the EDPS

You have recourse at any time to the Data Protection Officer (DPO) of the EDPS. To contact the DPO, please send an email to EDPS-DPO@edps.europa.eu.

You have also the right to have recourse to the EDPS as a supervisory authority (EDPS mailbox: edps@edps.europa.eu; postal address: Rue Wiertz 60, B-1047 Brussels, Belgium).

8/ PROCEDURES TO GRANT DATA SUBJECTS' RIGHTS (RIGHTS OF ACCESS, TO RECTIFY, TO BLOCK, TO ERASE, TO OBJECT)

The specific Privacy statement mentions the right of access and rectification, as well as the recourse to the EDPS' DPO at any time. More information on EDPS website: edps.europa.eu.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The expression for interests are received by email and will be stored electronically. For the purpose of the selection procedure, some document may also be printed.

10/ STORAGE MEDIA OF DATA

Electronically (outlook, CMS) and on paper.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Legal basis: Article 44(2) of Regulation (EU) 2016/794 on joint inspections at Europol, as further implemented by the EDPS call of expression interest.

Lawfulness: Article 5(a) of Regulation 45/2001.

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

Internally on a need to know basis:

- the Supervision and Enforcement Unit (staff in charge of Europol matters);
- the IT Policy sector (staff in charge of Europol matters);
- the P&C Unit (staff in charge of the Secretariat of the Cooperation Board);
- the Finance team (Human Resources and Budget Administration Unit) for reimbursement requests;
- the Records Manager Sector for case file management.

- Externally on a need to know basis:

- Europol, only for inspection management (personal data will appear in the announcement letter and other documents communicated to Europol in the context of the inspection),
- Europol Cooperation Board (only if transfer necessary).

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Data related to experts not participating in the inspection: 2 years after setting up of the list of the experts participating in the joint inspection.

Data related to experts participating in the inspection: 10 years after the setting up of the list of the experts participating in the joint inspection.

Data related to the reimbursement of experts' costs in the context of the joint inspection: 7 years from the date of reimbursement of the costs.

13 BIS/ TIME LIMITS FOR BLOCKING AND ERASURE OF THE DIFFERENT CATEGORIES OF DATA

(further to justified legitimate request from the data subject)

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

If the conditions are fulfilled: as soon as possible and in principle at the latest within 15 working days after reception of the request (in line with the code for good administrative behaviour).

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

NA

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

NA

16/ FURTHER INFORMATION

For the budgetary aspects of the processing, see EDPS notification 34 of 5.07.2015 on Financial transactions.

The data controller declares the accuracy of the above statements and undertakes to notify any change affecting this information to the Data Protection Officer.

BRUSSELS, 26 OCTOBER 2017

The Controller: Benedicte RAEVENS