

NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 29 AUGUST 2005

CASE NUMBER: 2005-214

NOTIFICATION OF: COMMITTEE OF THE REGIONS

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

KYRIAKOS TSIRIMIAGOS, Head of Personnel Unit (Controller)

TOM HAENEBALCKE, Administrator (Delegated Controller)

**Committee of the Regions
99-101 Rue Belliard
B – 1040 Brussels**

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

**Committee of the Regions
Directorate for Administration
Staff Unit**

3/ NAME OF THE PROCESSING

Management of applications for a paid traineeship at the Committee of the Regions

Short description of the processing:

Each semester, university graduates can apply for a traineeship at the Committee of the Regions (CoR). The professional and personal data collected in this framework

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

(through the on-line traineeship application form and/or the paper format file) are stored in a central database, used both for administrative management of the applications and for the internal selection procedure of trainees.

The processing in this framework implies operations such as collecting, storing, consulting, distributing and the ensuring the administrative follow-up of data.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Managing the applications administratively, i.e. confirming receipt of the application, informing applicants of the outcome of their application, etc.) facilitating the internal selection procedure of the trainees recruited by the CoR.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Any person applying for a traineeship at the CoR.

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

The data collected in the framework of a traineeship application concern personal data (name, first name, gender, nationality, date and place of birth), contact data (e-mail address, address, telephone nr), academic and/or professional credentials (completed and/or ongoing studies, previous employment and/or traineeship experience) and other relevant information (language skills, IT skills, etc.).

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Applicants will be informed of their rights regarding the personal data processed in the framework of the CoR's traineeship programme by way of a specific privacy statement on the CoR Internet website (purpose and nature of the processing, the right to access and to rectify information concerning them, time limits for storing data, etc.), published along with further general and procedural information regarding traineeships at the CoR.

Furthermore, the on-line application form will indicate that the personal data it contains will be collected and processed in accordance with Regulation (CE) n° 45/2001, and the application will only be registered provided that the applicant expresses his/her unambiguous consent with the data being processed accordingly.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

See above.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Until 30 September 2005, application forms and supporting documents are transmitted in paper format only, and the processing of data is mainly being organised manually.

As of 1 October 2005, applications will be registered by way of an on-line application form. A limited number of pre-selected applicants will be requested to present supporting documents in paper copy, confirming the declarations made in the application form. The processing of information will be conducted both manually and – mainly – by way of an automated, IT-supported database.

10/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Legal basis of the processing operation:

Decision 1/94 of 9 June 1994, governing in-service training with the Committee of the Regions of the European Union (see annex).

Lawfulness of the processing operation:

All personal data are compiled by means of an application form sent in directly by the applicants themselves. The information is being used solely and exclusively in the framework of the Committee's internal traineeship selection procedure, including the involved administrative follow-up. It will not be used for any other purposes. All personal data requested from the data subjects in this framework are necessary and/or relevant in order to ensure a correct, efficient and lawful completion of the internal traineeship selection procedure. Thus, the processing is necessary for the management and functioning of the institution.

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

The personal data compiled in this framework are disclosed solely and exclusively to the members of staff in charge of the CoR Traineeship Office and to the traineeship advisors within the respective departments responsible for (pre-) selecting the CoR trainees.

The personal data obtained will not be divulged to any third parties, unless insofar this would be necessary for the purposes indicated above. Under no circumstances will the personal data be divulged for direct marketing purposes.

12/ GENERAL INDICATION OF THE TIME LIMITS

FOR BLOCKING: -----

AND/OR

FOR ERASING: -----

OF THE DIFFERENT CATEGORIES OF DATA (*Please, specify the time limits for every category, if applicable*)

All personal data are delivered or encoded directly by the applicants. For applications filed via the website, applicants may at any time access their application form to check its accuracy. For paper format applications, applicants can contact the CoR Traineeship Office to that effect.

Where appropriate, applicants can at any time request the Traineeship Office to rectify any inaccurate or incomplete information. The Traineeship Office will make the requested modifications as soon as possible, and in any case no later than two weeks after the request.

RETENTION PERIOD OF THE DATA BEING PROCESSED

(i) Data regarding applicants for a traineeship

Personal data compiled regarding applicants for a traineeship at the CoR will be actively processed only for the time necessary to fulfil the processing purposes indicated above.

The data gathered by way of the on-line application form will be passively stored in the database for one year after the end of the traineeship period to which the application relates, albeit for administrative (i.e. correspondence with applicants) and statistical purposes only. Beyond that timeframe, data will be maintained in the database in an anonymous format, for statistical purposes only.

Paper documents received from pre-selected applicants will be stored for one year the end of the traineeship period to which the application relates, after what they will be destroyed.

(ii) Data regarding persons recruited for a traineeship

The personal data concerning persons effectively recruited for a traineeship will be kept in the Traineeship Office's archives for one year after completion of the traineeship in question. They will be stored in the Staff Unit's archives thereafter, for historical and/or statistical purposes only.

13/ 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.

In order to keep record of all trainees recruited by CoR services previously and to allow the delivery of internship certifications upon request, the Traineeship Office will only maintain the following data regarding persons recruited for a traineeship (and related directly to the traineeship) in a separate file: name, first name and nationality of the trainee; start and end date of the traineeship; unit and traineeship advisor; amount of the traineeship grant.

All other personal data will be treated as indicated under point 12.

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

Not applicable.

15/ 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,

Not applicable.

↑ Article 27.2.(b)

Processing operations intended to evaluate personal aspects relating to the data subject,

On the basis of an analysis of the personal data collected in this context (in particular academic and professional credentials and language skills), the data subject's aptitude and suitability for a traineeship at the Committee of the Regions will be evaluated.

↑ Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

Not applicable.

↑ Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

Not applicable.

↑ Other (general concept in Article 27.1)

16/ COMMENTS

None.

PLACE AND DATE: Brussels, 24 August 2005

DATA PROTECTION OFFICER: Petra Karlsson

INSTITUTION OR BODY: Committee of the Regions