

REGISTER NUMBER: 111

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 6 July 2006

Case number: 2006-351

Institution: CPVO

Legal basis: article 27-5 of the regulation CE 45/2001⁽¹⁾

(1) OJ L 8, 12.01.2001

INFORMATION TO BE GIVEN⁽²⁾

(2) Please attach all necessary backup documents

1/ Name and adress of the controller
Mr J. ELENA, CPVO, +33.2.41.25.64.13

2/ Organisational parts of the institution or body entrusted with the processing of personal data
Personnel service

3/ Name of the processing
Recruitment procedure

4/ Purpose or purposes of the processing
The processing of personnel data is necessary in order to evaluate candidates to posts within the CPVO.

5/ Description of the category or categories of data subjects
Candidates to vacant posts within the CPVO

6/ Description of the data or categories of data (*including, if applicable, special categories of data (article 10) and/or origin of data*)

For a vacant post, the vacancy is published via official means (bandes vertes, CPVO intranet, etc). Candidates wishing to apply send their applications with a detailed CV (no special requirement), the application form filled in (see application form used attached), together with a motivation letter to the HR officer. The HR officer acknowledges receipt of the application using a standard form (attached) indicating the selection candidate number. In an excel sheet, the HR officer records the following personnel data for each candidate: candidate number/name/title/first name/address/languages spoken and written/ last employment. Once the deadline has elapsed, all the applications go to each member of the selection committee. This selection committee is composed of several staff members decided upon by a decision of the President.

The applications are considered by each member of the selection committee. A short-list of 'interesting' candidates is prepared by the members for the interviews. After the interviews, the selection committee meets and votes for the 'best' candidate. Each member has 1 voting right. Minutes are drafted containing the evaluations of the applicants on the short list. For each selection procedure the HR Officer keeps the applications and the minutes of the Committee.

7/ Information to be given to data subjects

The information is given to data subject, neither in the vacancy note nor in the application form.

8/ Procedures to grant rights of data subjects (*rights of access, to rectify, to block, to erase, to object*)

Upon requests, data subjects have the possibility to modify their personnel data.

9/ Automated / Manual processing operation

There is no automated procedures, only manual ones.

10/ Storage media of data

On paper in files per selection procedure. In an electronic excel sheet for a limited number of personal data (see question 6).

11/ Legal basis and lawfulness of the processing operation

Recruitment procedure as provided for the Staff Regulation (Articles 27-34)

12/ The recipients or categories of recipient to whom the data might be disclosed

The data are disclosed to the members of the selection committee and the personnel service. The members of the committee are asked to return all documents to the HR department upon completion of the selection procedure.

13/ retention policy of (categories of) personal data

Data are kept on paper and (some) in electronic format for a period of 24 months as regards unsuccessful candidates (see attachment 2). As regards successful candidates, the data is kept in the personal file.

13 a/ time limits for blocking and erasure of the different categories of data
(on justified legitimate request from the data subject)
(Please, specify the time limits for every category, if applicable)

No procedure adopted. A request to block or erase data would be dealt with on a case by case basis.

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,

N/A

15/ Proposed transfers of data to third countries or international organisations

Data are not transferred to anyone outside the Office.

16/ The processing operation presents specific risk which justifies prior checking (*please describe*):

CVs and applications forms contain a lot of personal data. The minutes of the selection committee contains an evaluation of candidates. If this data would not be processed in controlled manner and to a restricted number of persons, the the integrity of individuals would be at risk.

AS FORESEEN IN:

Article 27.2.(a)

Processing of data relating to health and to suspected offences, offences, criminal convictions or security

Article 27.2.(b)

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

Article 27.2.(c)

Article 27.2.(d)

Other (general concept in Article 27.1)

17/ Comments

PLACE AND DATE: Angers, 6 July 2006

DATA PROTECTION OFFICER: Mr EKVAD

INSTITUTION OR BODY: CPVO