

REGISTER NUMBER: 265

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 19/06/2007

Case number: 2007-424

Institution: EMEA

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 address of the controller

Surname: Pott First Name: Andreas

E-mail: andreas.pott@emea.europa.eu

Function: Head of Administration Unit

Administrative Address: 7 Westferry Circus, E14 4HB, London, UK

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

Administration / Personnel Sector

Place of work: 7 Westferry Circus, E14 4HB, London, UK

3/ Name of the processing

ACCESS Database Spontaneous CV

4/ Purpose or purposes of the processing

The purpose of the processing is the administration of Personnel. The processing is also relating to data of individuals who spontaneously apply to work at the EMEA.

5/ Description of the category or categories of data subjects

EU and Non EU Citizens

6/ Description of the data or categories of data

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

Personal data revealing revealing racial or ethnic origin (e.g. photos)

Personal data concerning health (including disabilities)

Personal data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)

7/ Information to be given to data subjects

Information provided on the EMEA web site (see in particular EMEA Recruitment policy referring to Regulation (EC) n. 45/2001 of the European Parliament and of the Council of 18/12/2000 on the Protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free of movement of such data)

Information provided following the receipt of a CV in the acknowledgement of receipt letter (e.g. "Your qualifications and experience have been examined carefully. However, there are no suitable openings at present. Your CV will be retained on our roster for the next two years in the event that a future opportunity arises").

8/ Procedures to grant rights of data subjects

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

Procedures to grant rights of data subject are stated on the EMEA Implementing Rules.

Practical steps in order to make them effective have been taken by the Agency providing in particular:

- on-line request of access to personal data (form available on EMEA website to be addressed to the EMEA Data Controller)

- right to address complaints relating to the un-authorized processing of their personal data to the EMEA's DPO (by email to: data.protection@emea.europa.eu)

- right to address directly to the competent EMEA's person/sector request of access to their own personal data (request addressed to the competent person/sector when known)

9/ Automated / Manual processing operation

Both, automated and manual processing of data are intended to form part of a filing system.

An identified person is in charge of the storage and processing of the data. Each competent person is bound by a confidential undertaking to treat the data as confidential and to act according to Regulation (EC) 45/2001.

10/ Storage media of data

The processing in question is connected with the use of telecommunications networks (most CVs received on line / by e-mail)

<p>11/ Legal basis and lawfulness of the processing operation</p> <p>Workflow open application/Spontaneous CV's The processing meets a functional need of the service The data subject has unambiguously consented to the processing</p>
<p>12/ The recipients or categories of recipient to whom the data might be disclosed</p> <p>Executive Director, Heads of Unit, Heads of Sector Personnel Staff.</p>
<p>13/ retention policy of (categories of) personal data</p> <p>The beginning of the processing operations of the personal data starts from arrival of CVs. Afterwards the CVs are stored in house for 2 years.</p>
<p>13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject)</p> <p>The personal data contained into the CVs, both paper and electronic copies, are disposed after two years of the above mentioned in house storage. In case is accepted a request for blocking of data shall be implemented within 45 working days from receipt of a valid request. Erasure of data shall follow without delay once a motivated request has been accepted. Acceptance or not shall be communicated within 15 working days from receipt.</p> <p><i>(Please, specify the time limits for every category, if applicable)</i></p>
<p>14/ Historical, statistical or scientific purposes</p> <p><i>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,</i></p> <p>Further processing for historical, statistical or scientific purposes is envisaged. Statistics of number of applications received are elaborated (every six months)</p>
<p>15/ Proposed transfers of data to third countries or international organisations</p> <p>NOT APPLICABLE</p>

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

AS FORESEEN IN:

Article 27.2.(a) X

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

Article 27.2.(b) X

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

PLACE AND DATE:

London, 18.06.2007

DATA PROTECTION OFFICER:

Vincenzo Salvatore

INSTITUTION OR BODY:

European Medicines Agency (EMA)