

**REGISTER NUMBER: 638**

**NOTIFICATION FOR PRIOR CHECKING**

Date of submission: 23/11/2010

Case number: 2010-932

Institution: ENISA

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

*(1) OJ L 8, 12.01.2001*

**INFORMATION TO BE GIVEN<sup>(2)</sup>**

*(2) Please attach all necessary backup documents*

1/ Name and adress of the controller

Udo Helmbrecht  
P.O. BOX 1309  
71001 HERAKLION  
GREECE

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

Administration

3/ Name of the processing

Training Programme

4/ Purpose or purposes of the processing

To accommodate the training needs of personnel IOT meet the requirements of the service

5/ Description of the category or categories of data subjects

The data subjects are candidates that request a training within the ENISA policy framework for training on individual initiative in the interest of the service; they participate in a training organised by the Agency in the interest of the service.

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

Name, grade, training course

7/ Information to be given to data subjects

Rights are determined as per Regulation (EC) 45/2001. In general full access is possible.

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

Right to have access: Contact ENISA service in charge of the processing

Right to rectify: Contact ENISA service in charge of the processing

Right to block: Contact ENISA service in charge of the processing

Right to erase: Contact ENISA service in charge of the processing

Right to object: Contact ENISA service in charge of the processing

9/ Automated / Manual processing operation

Automated and manual processing are combined and they depend on the stage of the request.

10/ Storage media of data

Paper archives

Data files on storage area network.

11/ Legal basis and lawfulness of the processing operation

art 82 CEOS; art. 7 Regulation (EC) 460/2004

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

Internal procedure

13/ retention policy of (categories of) personal data  
10 years from end of appointment or mandated term for the retention of a personal file (Guidance is required).

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)*

It is possible to request and obtain the erasure and blocking of personal data. The service in charge of processing (HR) needs guidance with regard to the time limits applied for doing so, as there is a risk of destroying data that is essential to support rights associated with trainings.

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,*

Not applicable

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

Not applicable

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

Attribution of candidate rights might be affected by means of processing made

AS FORESEEN IN:

Article 27.2.(b)

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

17/ Comments

PLACE AND DATE: HERAKLION 23/11/2010

DATA PROTECTION OFFICER: Emmanuel MAURAGE

INSTITUTION OR BODY: European Network Information Security Agency