

(To be filled out in the EDPS' office)

NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 20/05/2014

CASE NUMBER: 2014-0602

INSTITUTION: EUSC

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

European Union Satellite Centre
Data Protection Officer: Jean-Baptiste Taupin
Apartado de Correos 511, E-28850 Torrejón de Ardoz, Madrid

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

Head of the Division or Unit requesting a vacancy to be filled.

Administration Division, Personnel.

Selection Board

3/ NAME OF THE PROCESSING

RECRUITMENT

4/ PURPOSE OR PURPOSES OF THE PROCESSING

When a post is vacant and cannot be filled internally, the vacancy notice shall be advertised stating the duties to be performed and the qualifications for the post.

Candidates must demonstrate a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of their duties.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

[Type text]

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Recruitment of staff members shall be limited to nationals of the Member States of the European Union.

The Director shall determine which posts are to be filled by examination or competition, and shall lay down the tests which candidates for such posts will be required to take. Examining or selection boards shall be chosen by the Director from among the staff members of the Centre, to which he may add an external examiner.

Staff members recruited in permanent posts shall be appointed an initial period of four years. The contract shall state that, not later than by the end

third year of their appointment, they will be informed either:

- That their appointment will not be extended; or
- That their appointment will be extended for an indefinite duration; or
- That their appointment will be extended for a fixed period, which shall not exceed four years, if the Director considers it inappropriate to grant an indefinite appointment at that stage. Not later than one year before expiry of this extension, the staff member concerned shall be informed either that his appointment will not be extended, or that his appointment will be extended for an indefinite duration.

Local Staff

Local staffs are auxiliary personnel recruited for short periods. They do not have the status of international staff, and are entirely subject to the laws and regulations of the host State (Spain) where they are employed.

Medical Examinations only for Staff Members

Before being recruited, a staff member shall be medically examined by a doctor authorized by the Centre certifying that he is physically fit to perform his duties.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Prospective candidates, candidates, officers/agents/temporary staff.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA

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

Identification data: ID card/Passport, name and surname, address, phone number

Qualifications and experience:

- A level of secondary education attested by a diploma giving Access to postsecondary education or equivalent qualification, and after obtained the diploma appropriate professional experience in the tasks of the job.
- Proven experience related to the task and duties.
- Knowledge of English and another EU language.
- University degree.

Specific Requirements:

- Nationality.
- Security clearance.
- Driving license.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Pursuant to Articles 11 and 12, Regulation (EC) 45/2001, where the data are obtained directly from data subjects data are processed according to the provisions of the above said Regulation and, where applicable, according to the provisions of COUNCIL DECISION 2009/747/CFSP concerning the Staff regulations of the European Union Satellite Centre.

In all cases, data collection forms shall include the following legal notice: "All personal data collected in this procedure to be handle by EUSC will only be used for its purposes and will in no case be transmitted to any third party, excluding the legal obligations or other exception contained in article 8.a) Regulation 45/2001. Any data provided will be treated in the strictest confidence and with high security. All documents provided to SatCen during this procedure will be kept in SatCen's files and will not be returned to this owner.

The personal information the SatCen requests will be processed in full compliance with the applicable European data protection regulation.

The rights of information, Access, correction, blocking and deletion of personal data are guaranteed under these rules, and These rights may be exercised by email to dpo@satcen.europa.eu with a copy of the documentation accrediting the personality."

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

Pursuant to Regulation (CE) 45/2001 (Article 13 and seq.), data subjects may exercise before EUSC DPO their rights of access, rectification and blocking using any of the SatCen accepted means of communication.

Applicants shall be requested to exercise the right of accrediting their identity by attaching supporting identification documents to the written/electronic application; if this right is exercised through an attorney, the relevant powers of attorney granted by the data subject shall be request.

Application of Articles 13 to 18 of Regulation 45/2001, each data subject will receive an explanatory letter with details. This gives the possibility to check the exactitude of data and ask for rectification, if necessary.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Processing of data shall be automated.

Upon conclusion of the recruitment process and once the appointment is official, the information will be entered into the personal file.

In the case of candidates that were not selected during the recruitment process, their information is retained for a 1 year period for future recruitment processes.

10/ STORAGE MEDIA OF DATA

Any data contained in IT tools are stored in the Atlas network: this network is used for all SatCen non-classified materials. Servers where the information is to be stored are located in a closed and climate-controlled room whose access is limited to SatCen Director and heads of systems and security. Furthermore, this room is located within a restricted area to which only security-cleared

staff has access.

As for connexions to the data network, the connexion of unauthorised devices is prohibited; additionally, certain mobile devices are prohibited within SatCen administrative facilities.

Regarding hard copy files, their use is prohibited within the restricted area; within the administrative area, where only security-cleared staff can access (guests and this-parties may access this area only when escorted by SatCen staff), this information is within each department, located in ...

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Chapter II (Article 4 and seq.), Decision 2009/747/CFSP and Article 5.a, Regulation (EC) 45/2001.

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

Data shall be disclosed to SatCen internal departments, such as Director, Security (staff accreditation, access control to facilities), Administration Division.

Data shall also be transferred to other EU competent bodies pursuant to Article 11, Regulation (EC) 45/2001.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

According to the provisions of Article 16 Regulation (EC) 45/2001, data subjects are entitled to have their personal data erased by the controller whenever the processing of personal data is unlawful. Processing of personal data shall be deemed unlawful when the principles of data quality are not met (Article 4) or when processing of data has not a lawful purpose (Article 5); in any case, processing of data outside classified materials is performed in compliance of a legal obligation of the controller, in this case, the purpose for the processing of data is Personnel dependences in locked cabinet.

In any event, the following are the maximum retention periods:

- o Spontaneous: Deleted,
- o Non-engaged 6 months.
- o Non-engaged short-list: 2 years.
- o Engaged: The maximum retention period is 120 years since the birth of the staff member.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS (Please, specify the time limits for every category, if applicable)

The data may be blocked and erased in accordance with rights provided respectively for the articles 15 and 16 of the regulations (EC) No. 45/2001 on request of the data subject.

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

N/A

16/ 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,)

☒ Article 27.2.(b)

(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: TORREJÓN DE ARDOZ, MADRID, SPAIN

DATA PROTECTION OFFICER: JEAN BAPTISTE TAUPIN

INSTITUTION OR BODY: EUSC EUROPEAN UNION SATELLITE CENTRE