

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1373

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 25/05/2016

CASE NUMBER: 2016-0408

INSTITUTION: EIGE

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 INSTITUTE FOR GENDER EQUALITY (EIGE)
HUMAN RESOURCES
GEDIMINO PR. 16
LT-01103 VILNIUS
LITHUANIA

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

ADMINISTRATION UNIT, HUMAN RESOURCES
Marc Jaccarini, Marc.Jacarini@eige.europa.eu

3/ NAME OF THE PROCESSING

Selection of the confidential counsellors

4/ PURPOSE OR PURPOSES OF THE PROCESSING

The processing of personal data during the selection of confidential counsellors.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

Temporary agents, contract agents, seconded national experts and trainees.

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

Only the Eligibility and Incompatibility Criteria for confidential counsellors of Annex I to EIGE's Manual of informal procedures within the framework of EIGE's Policy on protecting the dignity of the person and preventing psychological and sexual harassment.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

The policy is available to all staff members on the Intranet.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

The Data Subjects have got all the rights of the Articles 13, 14, 15, 16, 17, 18, 19 of EU Regulation 45/2001.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Processing operation is manual.

10/ STORAGE MEDIA OF DATA

Documents in electronic format are not stored on EIGE's local server.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Article 5(a) of the Regulation.

Article 5(d) of the Regulation.

Article 12 (a) of the Staff Regulation.

Guidelines concerning the processing of personal data during the selection of confidential counsellors and the informal procedures for cases of harassment in European institutions and bodies (EDPS, February 2011).

EIGE's Manual of informal procedures within the framework of EIGE's Policy on protecting the dignity of the person and preventing psychological and sexual harassment.

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

Upon consultation with the staff member concerned the data may be shared with the Director, management, the Staff Committee or the HR officer on a case by case basis.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

There is no retention policy in place yet.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS

Not applicable.

(Please, specify the time limits for every category, if applicable)

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.

No identifiable data will be kept longer than the specified period.

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

No identifiable data shall be transferred to third countries other than the requested by the treaties on the functioning of the European Union.

16/ THE PROCESSING OPERATION PRESENTS SPECIFIC RISK WHICH JUSTIFIES PRIOR CHECKING *(Please describe):*

AS FORESEEN IN:

Article 27.2 (b), 27.5 Regulation 45/2001

17/ COMMENTS

The policy for the selection of the confidential counsellors is in place and confidential counsellors are nominated.

The confidential counsellors are appointed by the Director after internal consultations with HR officer and Staff Committee.

List of Annexes:

Annex 1 – Commission approved EIGE’s decision (Manual of informal procedures within the framework of EIGE’s Policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment.

PLACE AND DATE: VILNIUS, 22 APRIL 2016

DATA PROTECTION OFFICER: CHRISTOS GEORGIADIS, CHRISTOS.GEORGIADIS@EIGE.EUROPA.EU

INSTITUTION OR BODY: EUROPEAN INSTITUTE FOR GENDER EQUALITY (EIGE)