

REGISTER NUMBER: 41

NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 29 AUGUST 2005

CASE NUMBER: 2005/176

NOTIFICATION OF: COMMITTEE OF THE REGIONS

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER:

KYRIAKOS TSIRIMIAGOS, HEAD OF PERSONNEL UNIT

DELEGATED CONTROLLER: **THIERRY FIRMIN, ADMINISTRATOR**

**COMMITTEE OF THE REGIONS
99-101 RUE BELLIARD
B-1040 BRUSSELS**

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

PERSONNEL UNIT

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

3/ NAME OF THE PROCESSING

"Spontaneous applications (on-line applications and paper applications) for temporary posts or contracts"

**The processing implies the following operations:
collection, organisation, storage, consultation and distribution of CV's containing both professional and personal details of the candidates in order to set up a reserve list of potential temporary or contract staff.**

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Facilitating the internal selection procedure of temporary and contract staff within the CoR.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Any person applying for a position as member of the temporary or contract staff in the CoR (job applicants)

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

The data collected within the framework of spontaneous applications concern personal data (name, sex, nationality, date of birth), contact data (email, address, tel.), academic and professional data (studies and previous employment) and other relevant information (language skills, it skills, etc.)

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Applicants will be informed of their rights regarding the personal data processed within the framework of the CoR recruitment procedure by means of a specific privacy statement on the CoR website (see annex):

- right to access and to rectify information about them,**
- purpose for which it is collected, it is made obvious to the applicant that this data shall be used prior to any recruitment, since its very purpose is to make this recruitment possible**
- his/her unambiguous consent is required (by means of a “yes-no” button) before his data can be stored;**
- time limits for storing data**

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

See above.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Both

10/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

**Regulations and rules applicable to officials and other servants of the European communities
– conditions of employment of other servants of the European communities**

All personal data are compiled by means of an application form sent in directly by the applicants themselves. The information will be used solely and exclusively within the framework of the committee’s internal selection procedure, including the involved administrative follow-up. It will not be used for any other purposes. All personal data requested from the data subjects in this context are necessary and/or relevant to ensure a correct, efficient and lawful completion of the internal selection procedure. Thus, the processing is necessary for the management and functioning of the institution

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

The authorised CoR staff members requesting CV's with a view to filling temporary or contract posts.

The personal data obtained will not be divulged to any third parties, unless insofar as this would be necessary for the above purposes. Under no circumstances will the personal data be divulged for direct marketing purposes.

12/ GENERAL INDICATION OF THE TIME LIMITS

FOR ERASING: AFTER THE DATA SUBJECT'S REQUEST HAS BEEN RECEIVED, **1WEEK**

OF THE DIFFERENT CATEGORIES OF DATA (*Please, specify the time limits for every category, if applicable*)

Personal data compiled within this framework will be kept and actively processed for 2 years.

13/ 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

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

N/A

15/ 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,

N/A

↑ Article 27.2.(b)

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

The recruitment procedure necessitates an evaluation of the candidates' personal aspects, such as education, professional experience, language skills and other skills relevant for the post.

↑ Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

N/A

↑ Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

N/A

↑ Other (general concept in Article 27.1)

N/A

16/ COMMENTS

The recruitment procedure necessitates an evaluation of the candidates' personal aspects, such as education, professional experience, language skills and other skills relevant for the post.

PLACE AND DATE: Brussels, 15 July 2005

DATA PROTECTION OFFICER: Petra Karlsson

INSTITUTION OR BODY: Committee of the Regions