



EUROPEAN DATA  
PROTECTION SUPERVISOR

(To be filled out by the EDPS' DPO)

**Register number: 33**

**Date of submission: 29/10/2012**

**Legal basis: Art 25 Regulation 45/2001**

## NOTIFICATION

### INFORMATION TO BE GIVEN<sup>1</sup>

1/ NAME AND FIRST NAME OF THE CONTROLLER

EDPS

2/ SERVICE RESPONSIBLE FOR PROCESSING PERSONAL DATA

Policy & Consultation Unit

3/ NAME AND DESCRIPTION OF THE PROCESSING OPERATION

**Obtaining information for meetings of Supervision Coordination Groups in European Parliament premises**

When the EDPS organises meetings of the Supervision Coordination Groups for Eurodac, VIS and CIS, participants need to supply certain information in order to attend the meeting and claim reimbursement via the payments office (PMO) for travel. As these meetings take place on a regular basis, data will continue to be stored at the EDPS after the meeting in order not to have to request the same information again for subsequent meetings. Occasionally, if a member cannot attend, another colleague from the same office may replace them and so new data is collected from this representative. A mailing list using the Members' emails is also created for contact with the Group.

<sup>1</sup> Please attach all relevant documents

4/ PURPOSE(S) OF THE PROCESSING

Data is needed for the attendance list which must be signed on the day of the meeting as proof that the person was indeed present. The attendance list serves as part of the documents requested by the PMO in order to reimburse the Members for their travel to Brussels for the meetings mentioned above.

5/ DESCRIPTION OF THE CATEGORY(IES) OF DATA SUBJECT(S)

Members of the Coordinated Supervision Groups Eurodac, VIS and CIS of which the EDPS is the Secretariat.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (INCLUDING, IF APPLICABLE, SPECIAL CATEGORIES OF DATA (ARTICLE 10) AND/OR ORIGIN OF DATA)

Data categories: Name, contact details of their work place (DPA). In addition, financial details of their work place are collected for the reimbursement process. Such details include, name and contact details of the expert and the organisation for which they work as well as bank account details of their employer. On the day of the meeting copies are taken of their travel details and if necessary, their accommodation.  
Origin: all data are collected from the data subjects

7/ INFORMATION TO BE PROVIDED TO THE DATA SUBJECTS

Data subjects will be informed of the processing using the privacy statement **below**. It will be sent via e-mail when the meeting date is announced. For new groups, it will be sent once Group Members have been nominated.

**Controller**

The EDPS is the controller of this processing operation.

**Description of processing and recipients**

When the EDPS organises meetings of the Supervision Coordination Groups for Eurodac, VIS and CIS, participants need to supply certain information in order to attend the meeting and claim reimbursement for travel.

As these meetings take place on a regular basis, data is collected when a person is designated Member of the group in question or participates for the first time. Data will continue to be stored at the EDPS after the meeting in order not to have to request the same information again for the subsequent meeting.

Your data are only used for the purpose of proof of presence at the meeting and completing your reimbursement file. Supplying them is necessary in order to be reimbursed.

### **Categories of personal data**

The following categories of personal data are collected from the data subject and processed:

- o Name
- o Contact Details at DPA (place of work)
- o Financial Details of the DPA (Such details include, name and contact details of the expert and the organisation for which they work as well as bank account details of their employer).
- o Travel details (flight or train or car + accommodation invoice if necessary)

### **Recipients of personal data**

Once the attendance list for each meeting is signed, it is, together with the necessary financial forms, copies of the travel documents and accommodation invoice (where necessary) sent by the EDPS to the PMO. The PMO and DG Budget exercise the process of personal data and have the following privacy statements:

#### **PMO**

[http://myintracomm.ec.testa.eu/hr\\_admin/en/meeting/experts/Pages/index.aspx](http://myintracomm.ec.testa.eu/hr_admin/en/meeting/experts/Pages/index.aspx)

#### **DG BUDGET**

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

### **Exercise of data subject rights**

You have the right to access your personal data and have them rectified. Any such requests will be dealt with within 10 days.

### **Legal basis**

The EDPS has the task of cooperating with national data protection authorities (Article 46(f) of the Regulation), which occasionally requires meetings with them. Additionally, several of the instruments tasking the EDPS with a role in coordinated supervision contain specific provisions obliging the EDPS to convene meetings with (representatives of) the national data protection authorities:

- o Eurodac: Article 20 of Regulation (EC) No. 2725/2000.
- o CIS: Article 37(4) of Regulation (EC) No. 515/1997 as amended.
- o For VIS: Article 43(3) of Regulation (EC) No. 767/2008.

### **Retention periods**

In order not to have to request the data again for each meeting, they will be stored for as long as you are a Member of the Supervision Coordination Group in question. If you leave the Group, your data will be deleted immediately.

### **Right to recourse**

You have the right to have recourse to the DPO of the European Data Protection Supervisor ([edps-dpo@edps.europa.eu](mailto:edps-dpo@edps.europa.eu)) if you consider that your rights under the Regulation have been infringed as a result of the processing of your personal data.

8/ PROCEDURES TO GRANT DATA SUBJECTS' RIGHTS (RIGHTS OF ACCESS, TO RECTIFY, TO BLOCK, TO ERASE, TO OBJECT)

All data subjects have the right to access to their personal data and have them rectified.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Manual (collection, storage, forwarding to PMO)

10/ STORAGE MEDIA OF DATA

Electronic and paper

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

The processing is lawful under Article 5(a) of 45/2001 ("necessary for the performance of a task carried out in the public interest on the basis of the Treaties [...] or other legal instruments adopted on the basis of the treaties [...]").

LEGAL BASIS:

In general, the EDPS has the task of cooperating with national data protection authorities (Article 46(f) of Regulation 45(2001)), which occasionally requires meetings with them. Additionally, several of the instruments tasking the EDPS with a role in coordinated supervision contain specific provisions obliging the EDPS to convene meetings with (representatives of) the national data protection authorities:

Eurodac: Article 20 of Regulation (EC) No. 2725/2000.

CIS: Article 37(4) of Regulation (EC) No. 515/1997 as amended: "The European Data Protection Supervisor shall convene a meeting at least once a year with all national data protection supervisory authorities competent for CIS-related supervisory issues."

For VIS: Article 43(3) of Regulation (EC) No. 767/2008: "The National Supervisory Authorities and the European Data Protection Supervisor shall meet for that purpose [coordinated supervision of the VIS] at least twice a year. The costs and servicing of these meetings shall be for the account of the European Data Protection Supervisor [...]"

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

The data will be forwarded to the PMO who is in charge of reimbursing experts for costs incurred for their travel to Brussels for the meetings mentioned in 3/ above. This transfer is necessary for the legitimate performance of a task covered by the competences of the recipient (Article 7(1) of Regulation (EC) No. 45/2001).

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Data may be kept as long as the data subject remains a member of the group in question. As soon as the data subject leaves the group, the data will be deleted.

For your information, the **PMO** keep documents relating to the reimbursement of experts for a maximum of 5 years, and then they are destroyed.

For your information: **DG BUDGET:** For audit trail reasons and to permit at all times queries on the past execution of payments, no registered data are deleted from the accounts. The forms and documents you submit are scanned and archived electronically. The original forms and documents are transferred to the Commission's central archives, where they will be kept for no longer than 10 years. The data recorded under the early warning system are rendered invisible to users of the system of accounts as soon as the corresponding warnings are deactivated. The personal data of natural persons are rendered illegible after a period of 5 years following deactivation.

13 BIS/ TIME LIMITS FOR BLOCKING AND ERASURE OF THE DIFFERENT CATEGORIES OF DATA

*(Further to justified legitimate request from the data subject)*

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

10 days for all categories

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*

NONE

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

NONE

16/ FURTHER INFORMATION

The data controller declares the accuracy of the above statements and undertakes to notify any change affecting this information to the Data Protection Officer.

PLACE AND DATE: BRUSSELS, 29 OCTOBER 2012

THE CONTROLLER: HIELKE HIJMANS  
POLICY AND CONSULTATION HEAD OF UNIT