



(To be filled out by the EDPS' DPO)

Register number: 34

Date of submission: 15/07/2015

Legal basis: Art 25 Regulation 45/2001

NOTIFICATION

INFORMATION TO BE GIVEN¹

1/ NAME AND FIRST NAME OF THE CONTROLLER

EUROPEAN DATA PROTECTION SUPERVISOR

2/ SERVICE RESPONSIBLE FOR PROCESSING PERSONAL DATA

EUROPEAN DATA PROTECTION SUPERVISOR - THE DIRECTOR, THE HEAD OF HUMAN RESOURCES, BUDGET AND ADMINISTRATION UNIT AND THE FINANCE TEAM

3/ NAME AND DESCRIPTION OF THE PROCESSING OPERATION

The European Data Protection Supervisor, as an EU institution, applies the - Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (hereinafter the "Financial Regulation").

The European Data Protection Supervisor implements his budget through the following financial transactions:

- **Budgetary commitments:** a budgetary commitment is the act by which the EDPS earmarks funds to cover one or more future expenses. It is recorded in the ABAC system.
- **Legal commitments:** a legal commitment is the act by which an obligation to a third party is acknowledged or created. This obligation implies both a budgetary liability and a contractual duty. Any service contract concluded with a third party or order form submitted to a third party represents a legal and financial commitment on the part of the EDPS to that third party.

¹ Please attach all relevant documents

- **Payments:** payment is the act that releases the EDPS from an obligation to a creditor. Where payment consists in transferring a sum of money to a contractor's account, it is classed as a payment made through the treasury. As it does not have its own bank account, the EDPS makes these payments through the Commission treasury.

- **Transfers:** Budget transfers occur when, in the course of a financial year, appropriations are transferred from one budget line to another, which is a derogation from the principle of budgetary specification.

At the EDPS the service responsible prints out the ABAC information to circulate the file related to the financial transaction under process, for validation and signature of the Authorising officer. Once it has been signed, the transaction (hard copy) is stored in a locked cupboard.

4/ PURPOSE(S) OF THE PROCESSING

The purpose of this process is to implement the budget of the European Data Protection Supervisor.

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

- EDPS Members: the Supervisor and the Assistant Supervisor
- EDPS Staff members
- External suppliers: individual having signed a contract/purchase order with the EDPS.
- Tenderers: individual submitting tenders to the EDPS.

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, which will be used only for that processing, are personal data collected and further processed concerning the data subject (if s/he is a natural person), its staff or subcontractors (natural persons). Information can relate to all or some of the following data:

Name (first name, family name, previous family name);

Gender, nationality, title, function;

Contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address);

Bank account reference (IBAN and BIC codes), VAT number, national insurance number, passport number, ID number and personnel number;

Place and date of birth; and

Other personal data contained in CVs, only in case of tenderers (expertise, technical skills and languages professional experience including details on current and past employment).

Data are registered in the Legal Entity File which is regarded as the 'identity card' of a specific individual. These Legal Entity Files are stored on an ABAC database which is administered by the Commission and to which the EDPS has access.

7/ INFORMATION TO BE PROVIDED TO THE DATA SUBJECTS

Data subjects are informed about the processing of their data by the following Privacy Statement:

Regulation 45/2001 (herein after the Regulation) applies to the processing of personal data carried out for financial transactions.

Further to Article 11 and Article 12 of this Regulation, the EDPS provides data subjects the following information:

The controller is the EDPS

The purpose of this process is to implement the budget of the EDPS.

The data, which will be used only for that processing, are personal data collected and further processed concerning the data subject (if s/he is a natural person), its staff or subcontractors (natural persons).

Information can relate to all or some of the following data:

Name (first name, family name, previous family name);

Gender, nationality, title, function;

Contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address);

Bank account reference (IBAN and BIC codes), VAT number, national insurance number, passport number, ID number and personnel number;

Place and date of birth; and

Other personal data contained in CVs, only in case of tenderers (expertise, technical skills and languages professional experience including details on current and past employment).

The recipients of the data are:

Court of Auditors

Internal Audit Service

DG Budget

Budgetary Authority: European Parliament and European Council

The data subjects have the right of access and the right to rectify the data concerning them by contacting the controller.

The legal basis of the processing operation at stake is:

- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002

- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union

Data are stored in the ABAC database and managed by the Commission - DG BUDGET. Data collected by the EDPS for the purpose of processing financial transactions (paper files) are stored in locked cupboards for 5 years after the discharge procedure.

Data subjects have the right to have recourse at any time to the EDPS DPO.

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

Rights of the data subject: you have the right to obtain access to and rectification, erasure or blocking of your personal data, as appropriate. Finally you have the right to object to the processing of your personal data at any time, on legitimate compelling grounds relating to your particular situation.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

ABAC is a transversal, transactional information system allowing for the execution and monitoring of all budgetary and accounting operations by the Commission, an Agency or other Institution. The system has been developed by the Commission and includes a comprehensive set of features to ensure compliance to the Financial Regulation and Implementing Rules.

At the EDPS the service responsible prints out the ABAC information to circulate the file related to the financial transaction under process, for validation and signature of the Authorising officer. Once it has been signed, the transaction (paper files) is stored in a locked cupboard.

10/ STORAGE MEDIA OF DATA

Data are stored in the ABAC database and managed by the Commission - DG BUDGET. Data collected by the EDPS for the purpose of processing financial transactions (paper files) are stored in locked cupboards.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

The legal basis of the processing operation at stake is:

- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union

This processing is lawful under Regulation (EC) 45/2001 establishing the European Data Protection Supervisor and setting out his duties and powers, in particular Article 5(a) thereof.

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

The recipients of the data are:

Court of Auditors

Internal Audit Service

DG Budget

Budgetary Authority: European Parliament and European Council

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Data retention period: Data are stored in ABAC and managed by the Commission - DG BUDGET.

Data collected by the EDPS for the purpose of processing financial transactions (paper files) are stored for 5 years after the discharge procedure.

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)

Two weeks after the data subject's request.

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/ FURTHER INFORMATION

N/A

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, 15/07/2015

THE CONTROLLER: CHRISTOPHER DOCKSEY