

REGISTER NUMBER: 108

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 03/07/2006

Case number: 2006-310

Institution: European Commission

Legal basis: article 27-5 of the regulation CE 45/2001⁽¹⁾

(1) OJ L 8, 12.01.2001

INFORMATION TO BE GIVEN⁽²⁾

(2) Please attach all necessary backup documents

1/ Name and adress of the controller

2) Name and First Name of the Controller: SOUKA Irene

3) Title: Director

4) Directorate, Unit or Service to which the Controller is attached: A.

5) Directorate General to which the Controller is attached: ADMIN

2/ Organisational parts of the institution or body entrusted with the processing of personal data

26) External Company or Directorate General to which the Processor is attached:

25) External Company or Directorate, Unit or Service to which the Processor is attached:

DIGIT.B.03

DIGIT.A.02

3/ Name of the processing

EU CV online

4/ Purpose or purposes of the processing

The purpose of processing is to collect the external spontaneous and solicited applications for jobs and calls for interest of the European Commission and the other participating institutions in a searchable electronic format. Candidates fill their CVs and applications themselves via the Internet.

This system replaces the manual or semi-manual processing of over 30.000 spontaneous applications for the Commission alone with an harmonised system. The application furthermore supports the selection and recruitment process until the signature of an employment contract. Finally, the personal identification and CV data of the recruited persons are transferred to the personnel management system of the recruiting institution. An interface to the Commission's system Sysper2 is foreseen. Until then, this data transfer is done in a manual transaction and may be limited to the personal identification. The e-CV data transfer to the Sysper2 e-CV will be triggered by the data subjects themselves who can import the data from EU CV online

5/ Description of the category or categories of data subjects

14) Data Subject(s) concerned:

Data subjects are

a) external candidates, either spontaneous that directly enroll in EU candidatures via the Internet, or laureates from EPSO selections who are invited to complete their CV data to facilitate their job search and recruitment with the participating institutions;

b) external applicants to calls for interest or for establishing a specific recruitment reserve, or to a specific job vacancy. This includes the vacancies for the recruitment to Commission Senior Management posts.

16) Category(ies) of Data Subjects:

see 14) above

6/ Description of the data or categories of data (including, if applicable, special categories of data (article 10) and/or origin of data)(including, if applicable, special categories of data (article 10) and/or origin of data)

17) Data field(s) of Data Subjects:

Attention: Please indicate and describe in the answer to this question also data fields which fall under article 10

Data fields are as follows:

Personal Details (Forename, Surname, Gender, Date and place of birth, Nationality, Address, Phones(s), Fax, E-mail)

Work Experience (For each work experience: Start and end date, Sector, Employer name, Country, Position, Domains, Organisation size, Management experience, main achievements)

Education (For each diploma: Educational level, Diploma obtained or not, start and end date, diploma name, Domain, Establishment name, Place, Country)

Training (For each training period: year of the training, duration, subject, name of the school, place, country)

Languages (For each language: language name, mother tongue or not, speaking level, writing level, reading level, understanding level, translation level)

Skills and competencies (Social skills and competencies, organisational skills and competencies, technical skills and competencies, Informatics skills and competencies, artistic skills and competencies, other skills)

18) Category(ies) of data fields of Data Subjects:

Attention: Please indicate and describe in the answer to this question also categories of data fields which fall under article 10

Personal details and address data, work experience, education and training, language skills, other professional and social skills, reference persons

7/ Information to be given to data subjects

15a) Which kind of communication(s) have you foreseen to inform the Data Subjects as described in articles 11 - 12 under 'Information to be given to the Data Subject'

Data subjects are informed online via the attached specific Privacy Statement that is available in EU CV online.

8/ Procedures to grant rights of data subjects (rights of access, to rectify, to block, to erase, to object)(*rights of access, to rectify, to block, to erase, to object*)

15b) Which procedure(s) did you put in place to enable Data Subjects to exert their rights: access, verify, correct, etc., their Personal Data as described in articles 13 - 19 under 'Rights of the Data Subject' :

Candidates can access the system online via the internet without interruption. They can access their personal data and e-CV information, modify and delete it.

Applicants can modify their application until the elapse of the application deadline, then they have access to the application file and can request factual corrections by e-mail to the EU CV online helpdesk.

Candidates can limit the access to their personal data and their e-CV to themselves, so that no other recipient can access them. In this case, only the automatic and anonymous searches are operational on the CV. If such a candidate applies to a specific vacancy or call, then their personal data and CV data become accessible to the recipients of the application.

9/ Automated / Manual processing operation

7) Description of Processing:

Attention: Please describe in the answer to this question if you process personal data falling under article 27 "Prior-Checking (by the EDPS - European Data Protection Supervisor)"

The "EU CV online" information system collects essential professional data from external applicants interested in a job with the European Commission or another co-operating EU- or international organisation. Candidates enter their data themselves via the Internet in the European Commission's e-CV format. They can apply online for jobs or calls for interest that are published through this personnel marketing channel. The e-CV registration facilitates the candidates' search for vacancies that correspond to their CV data, and the search by the recruiting services to identify suitable candidates for open positions.

The system allows the candidates:

? To create, modify and delete their e-CV

? To search for currently vacant jobs that are published through EU CV online whose requirements match their personal profile

8) Automated Processing operation(s):

Anonymously and automatically the profiles are searched so that a selection of job vacancy notices that are relevant to the candidates are shown to them.

9) Manual Processing operation(s):

Recruiting services can operate a search based on the professional specifications of a job, receive a statistical analysis on the CVs that are found, and can send a message to all persons that correspond to the search criteria.

Users from recruiting services and their Human resources departments can browse and search e-CVs. The search facilities for recruiting services are limited to professional information that does not directly identify the applicant.

HR staff can also search for individual candidates.

Applications are fully visible and searchable for the recruiting service and their HR departments. From an application, candidates can be "marked" by a service for upcoming positions where they may well fit.

10/ Storage media of data

Data are stored on the servers of the Commission Data Centre

11/ Legal basis and lawfulness of the processing operation

11) Legal basis of Processing:

The Staff Regulations and Rules applicable to officials and other servants of the European Communities, their general implementing provisions, Commission decisions and the management rules of its departments. Users from participating other institutions are bound to respect the rules of use of the EU CV online application by convention with the Commission.

12) Lawfulness of Processing:

Answering this question please also verify and indicate if your processing has to comply with articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)"

Lawfulness is based on Art. 5.a: Processing is necessary for the management of spontaneous and solicited applications for jobs and calls for interest.

Prior checking is advised with respect to processing personal data in view of evaluating the candidates professional abilities (Art 27 2 b).

12/ The recipients or categories of recipient to whom the data might be disclosed

20) Recipient(s) of the Processing:

see 21)

21) Category(ies) of recipients:

Human resources management staff within the institution;

Managers within the institution;

Other staff of the institution that has received a specific delegation from a user of one of the above groups.

13/ retention policy of (categories of) personal data

a) e-CV data:

The data will be kept active for 6 (six) months ? or less in case the candidates delete their e-CV before. After that period, they can decide to re-activate the data again if they wish their profile to stay in the database. After 12 months of inactivity, the data will be completely removed from the database. If inactive, the e-CVs will actually not be searchable, not be exploited in anonymous searches, and they are only accessible for a reactivation by the candidates themselves.

b) Applications:

For consultation and revision purposes, the applications are kept on file for 12 months after the appointment of the selected recruit. After this period, they are deleted from the database that only keeps a summary of the applications on a purely anonymous basis for statistical purposes. No copies of individual applications are being kept.

13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject) (Please, specify the time limits for every category, if applicable)
(on justified legitimate request from the data subject)
(Please, specify the time limits for every category, if applicable)

22 b) Time limit to block/erase data on justified legitimate request from the data subjects

Since all corrections and demands are entered directly by the data subjects, their demands are immediately registered in the database.

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,

22 c) 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

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15/ Proposed transfers of data to third countries or international organisations

27) Legal foundation of transfer:

Only transfers to third party countries not subject to Directive 95/46/EC (Article 9) should be considered for this question. Please treat transfers to other community institutions and bodies and to member states under question 20.

Not applicable

28) Category(ies) of Personal Data or Personal Data to be transferred:

Not applicable

16/ The processing operation presents specific risk which justifies prior checking (please describe): *(please describe)*:

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Article 27.2.(a) Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

Not applicable

Article 27.2.(b) Processing operations intended to evaluate personal aspects relating to the data subject,

From: BAYO DELGADO Joaquin [mailto:joaquin.bayodelgado@edps.europa.eu]
Sent: Monday, June 19, 2006 5:43 PM
To: BERTHEMIN Mireille (SG-EXT); RENAUDIERE Philippe (SG); HILBERT Nico (SG); DATA PROTECTION OFFICER; HAROU Delphine (EP); LONGREE Sylvie (EP)
Subject: RE: Prior-checking under Article 27 of Regulation (EC) 45/2001 of the processing operations on personal data concerning "EU CV Online". case 2006-115

Cher Philippe, cher Nico,

A la suite de l'e-mail du 8 mars 2006 de Nico portant sur le traitement de données relatives au projet EU CV online, veuillez trouver ci-après notre réponse concernant votre demande de consultation.

Le traitement des données relatives au projet EU CV online concerne les CVs des candidats externes aux institutions répertoriés dans une base de données. Le traitement doit être soumis au contrôle préalable du Contrôleur européen de la protection des données puisque il est susceptible de présenter des risques au regard des droits et des libertés des personnes concernées du fait de la finalité du traitement. En effet, le

Article 27.2.(c) Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

Not applicable

Article 27.2.(d) Processing operations for the purpose of excluding individuals from a right, benefit or contract,

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Other (general concept in Article 27.1)

Not applicable

17/ Comments

1) Date of submission:

10) Comments if applicable:

36) Do you publish / distribute / give access to one or more printed and/or electronic directories?

Personal Data contained in printed and/or electronic directories of users and access to such directories shall be limited to what is strictly necessary for the specific purposes of the directory.

If Yes, please explain what is applicable.

no

37) Complementary information to the different questions if applicable, including attachments to this notification which should not be public :

PLACE AND DATE:03/07/2006

DATA PROTECTION OFFICER: RENAUDIERE Philippe

INSTITUTION OR BODY:European Commission