

REGISTER NUMBER: 260

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 19/06/2007

Case number: 2007-419

Institution: EMEA

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

Surname: Pott First Name: Andreas

E-mail: andreas.pott@emea.europa.eu

Function: Head of Administration Unit

Administrative Address: 7 Westferry Circus, E14 4HB, London, UK

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

Personnel & Budget Sector

Place of work: 7 Westferry Circus, E14 4HB, London, UK

3/ Name of the processing

Public Declaration of Interests / EDMS

4/ Purpose or purposes of the processing

Collection of data related to direct/indirect interests held by: Staff, MB, SC and WP members (official observers included), MB observers and EU experts, which might be incompatible with EMEA mission.

5/ Description of the category or categories of data subjects

Staff members, MB members, SC and WP members (official Observers Included), EU experts, observers to MB

DoI is also signed by all EMEA visiting staff: NE, trainees, interims, visiting experts, conference hostesses.

6/ Description of the data or categories of data

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

Personal data concerning the data subject's family

Personal data concerning the data subject's career

Personal data concerning sex life (e.g. name of the partner)

Personal data concerning the data subject's private life

7/ Information to be given to data subjects

The data subject is informed about the data controller's identity and about his/her rights at the time the consent to the treatment of the data has to be given by signing a public declaration of interests.

Information is also provided on the EMEA website.

8/ Procedures to grant rights of data subjects

(rights of access, to rectify, to block, to erase, to object)

Procedures to grant rights of data subject are stated on the EMEA Implementing Rules.

Practical steps in order to make them effective have been taken by the Agency providing in particular:

- on-line request of access to personal data (form available on EMEA website to be addressed to the EMEA Data Controller)

- right to address complaints relating to the unauthorised processing of their personal data to the EMEA's DPO (by email to: data.protection@emea.europa.eu)

9/ Automated / Manual processing operation

The processing is both automated and manual.

10/ Storage media of data

The data are stored both on hard copy and electronically on a folder.

11/ Legal basis and lawfulness of the processing operation

Art 63 (2), Council Regulation (EC) 726/2004

Annex 1, EMEA Code of Conduct

The processing meets a functional need of the service

The data subject has unambiguously consented to the processing

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

The data can be disclosed to public after deletion of private info (Telephone numbers, addresses) of the data subject.

13/ retention policy of (categories of) personal data

The data are collected directly by MB members who provide DoI at the start of individual MB mandate and at the beginning of official mandate of MB. They provide this at least annually, from the moment when the data subjects have working relationships with the EMEA. The data are then disposed 5 years after the financial discharge of the budget execution of a given year

13 a/ time limits for blocking and erasure of the different categories of data
(on justified legitimate request from the data subject)

In case is accepted a request for blocking of data shall be implemented within 45 working days from receipt of a valid request.

Erasure of data shall follow without delay once a motivated request has been accepted. Acceptance or not shall be communicated within 15 working days from receipt.

(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,

Further processing for historical, statistical or scientific purposes is not envisaged
Name of the related data subjects are stored.

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

NOT APPLICABLE

16/ 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,

☐ Article 27.2.(b)

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

☐ Article 27.2.(c)

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

☐ Article 27.2.(d)

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

☐ Other (general concept in Article 27.1) X

Personal data concerning the partner other than the data subject's private life (e.g. sex life) are also processed.

17/ Comments

PLACE AND DATE:

London, 18.06.2007

DATA PROTECTION OFFICER:

Vincenzo Salvatore

INSTITUTION OR BODY:

European Medicines Agency (EMA)