

**REGISTER NUMBER: 263**

**NOTIFICATION FOR PRIOR CHECKING**

Date of submission: 19/06/2007

Case number: 2007-422

Institution: EMEA

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

(1) OJ L 8, 12.01.2001

**INFORMATION TO BE GIVEN <sup>(2)</sup>**

*(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

Administration / Personnel Sector

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

3/ Name of the processing

ACCESS In house tailored made Recruitment Database + Filemaker (Candidates)

4/ Purpose or purposes of the processing

The personal data are collected for Selection Procedures in order to establish a Reserve List

5/ Description of the category or categories of data subjects

EMEA staff, EU citizens

<p>6/ Description of the data or categories of data  <i>(including, if applicable, special categories of data (article 10) and/or origin of data)</i></p> <p>Application:          Basic personal data including: personal data revealing racial or ethnic origin (e.g. photos), name, address, date and place of birth, place of residence, telephone, e-mail, nationality          Personal data being used to evaluate personal aspects (education, expertises - computer skill, languages skills, career)          Personal data relating to suspected offences, offences, criminal convictions or security measures (e.g. police certificates)</p>
<p>7/ Information to be given to data subjects</p> <p>Information is provided on the EMEA website          Terms and conditions of employment are specified in the Official Journal where the selection procedure is published</p>
<p>8/ Procedures to grant rights of data subjects  <i>(rights of access, to rectify, to block, to erase, to object)</i></p> <p>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 un-authorised processing of their personal data to the EMEA's DPO (by email to: <a href="mailto:data.protection@emea.europa.eu">data.protection@emea.europa.eu</a>)</p>
<p>9/ Automated / Manual processing operation</p> <p>The processing is both automated and manual. After the closing date of the competition hard copies of the application may be printed out.          During the selection procedure a memorandum can be produced explaining reasons of selection or not of candidates.</p>
<p>10/ Storage media of data</p> <p>The data relating to the 2 most recent groups of selection procedures published on the Official Journal are stored electronically and by means of hard copies in house.          All other personal data related to the less recent procedures are stored on hard copy in an off site location up to 5 years from the expire date of the relevant reserve list.</p>
<p>11/ Legal basis and lawfulness of the processing operation</p> <p>Annex III, Articles 27 to 31 of the Staff Regulations.          EMEA Working Instruction - Selection Procedure          The processing meets a functional need of the service          The data subject has unambiguously consented to the processing</p>

<p>12/ The recipients or categories of recipient to whom the data might be disclosed</p> <p>Selection Committee members Reserve list accessible to HoU of recruiting unit + Executive Director Name of candidates invited for interviews are disclosed to reception and MM&amp;C sector for travel arrangements.</p>
<p>13/ retention policy of (categories of) personal data</p> <p>The personal data are stored from the arrival of application up to 5 years from the expire date of reserve list.</p>
<p>13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject)</p> <p>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.</p> <p><i>(Please, specify the time limits for every category, if applicable)</i></p>
<p>14/ Historical, statistical or scientific purposes</p> <p><i>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,</i></p> <p>Further processing for historical, statistical or scientific purposes is envisaged; Statistics of number of applications received (every six months); MB report quarterly; Statistics on individual selection procedures.</p>
<p>15/ Proposed transfers of data to third countries or international organisations</p> <p>NOT APPLICABLE</p>

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

AS FORESEEN IN:

☐ Article 27.2.(a) X

Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

☐ Article 27.2.(b) X

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)

17/ Comments

PLACE AND DATE:  
London, 18.06.2007

DATA PROTECTION OFFICER:  
Vincenzo Salvatore

INSTITUTION OR BODY:  
European Medicines Agency (EMA)