

REGISTER NUMBER: 346

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 18/03/2008

Case number: 2008-178

Institution: Commission européenne

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:

3/ Name of the processing

Procédure de sélection relative aux vacances d'emplois hors encadrement

4/ Purpose or purposes of the processing

The selection procedure is carried out in order to fill a vacant post. The idea is to achieve the best possible match between the profiles of the candidates and the requirements of the published post.

The successful applicant will receive an appointing decision.

5/ Description of the category or categories of data subjects

14) Data Subject(s) concerned:

tous les candidats (internes et externes) à un poste vacant

16) Category(ies) of Data Subjects:

voir 14)

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

The following data fields are used:

- ? The curriculum vita of candidates, including their motivation letter and supporting documents;
- ? a summary comparative evaluation document which is the result of the comparison of all the candidates called for an interview (recommended but not mandatory)

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

voir 17)

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'

Etant donné que les avis de vacances sont publiés dans SysPer2, une déclaration spécifique de confidentialité est directement accessible sur la page d'accueil de Sysper2.

Le lien vers la déclaration spécifique de confidentialité est le suivant:

http://intracomm.cec.eu-admin.net/sysper2/home/declaration_specifique_confidentialite.htm.

Pour les candidats externes : une déclaration spécifique de confidentialité est directement accessible sur la page d'accueil de EU-CV online (via EUROPA).

Le lien vers cette page d'accueil est le suivant: http://ec.europa.eu/civil_service/job/index_fr.htm

Ce lien sera aussi mentionné sur les lettres de convocation envoyées au candidats.

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' :

Les personnes peuvent, pour toute requête visant des questions de politique de personnel ou une rectification des données, s'adresser:

1. au service des Ressources Humaines de leur DG;
2. aux services compétents de la DG ADMIN.

Les grilles individuelles d'évaluation seront détruites après la sélection, seulement un document comparatif d'évaluation qui concerne l'ensemble des candidats pourrait être conservé au maximum 10 années. Ces documents comparatifs, contenant des données de plusieurs candidats, ne seront pas donnés aux candidats.

Pour un candidat ayant fait la demande, un retour oral est donné, en mettant en évidence les points forts et points faibles du candidat en fonction des critères établis dans l'avis de vacance.

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)"

Procédure de sélection relative aux vacances d'emplois hors encadrement
voir fichiers attachés

8) Automated Processing operation(s):

Le traitement n'est pas encore automatisé. L'objectif est de le faire en 2008.

9) Manual Processing operation(s):

Le traitement est manuel et sa description est indiquée à la question 7.

10/ Storage media of data

Personal data of candidates are stored electronically and physically (on paper) according to the particular situation of the concerned DG

11/ Legal basis and lawfulness of the processing operation

11) Legal basis of Processing:

Les règlements régissant les relations de l'institution avec son personnel, notamment : le Statut des fonctionnaires des Communautés européennes, le Régime applicable aux autres agents des Communautés européennes, les dispositions générales d'exécution des dits règlements, décisions de la Commission et règles de gestion internes suivies par les services de la Commission en exécutant les tâches que la Commission leur a déléguées, le Régime applicable aux Experts Nationaux Détachés auprès des services de la 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 of processing is based on Article 5.a and Recital 27 of Regulation (EC) No 45/2001. Processing is necessary for the performance of a task carried out in the public interest on basis of the Treaties establishing the European Communities ? Functioning of the institution and management of staff.

Since processing is intended to evaluate the ability of candidates, it should be subject to a prior checking by the EDPS pursuant Art. 27(2) b) of Regulation (EC) No 45/2001.

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

20) Recipient(s) of the Processing:

- les membres du panel de sélection éventuels ou la personne qui fait la sélection
- le chef de l'entité (en général le chef d'unité) de l'entité dans laquelle le poste est à pourvoir
- le RRH (les responsables pour la gestion des ressources humaines) dans les services concernés (également co-responsables du traitement avec la DG ADMIN.A)

21) Category(ies) of recipients:

voir 20)

13/ retention policy of (categories of) personal data

les grilles individuelles d'évaluation seront détruites après la sélection, seul un document comparatif d'évaluation, si celui-ci est établi (parce que non obligatoire), les CV et les lettres de motivation, qui concernent l'ensemble des candidats peuvent être conservés au maximum 10 années.

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

Le verrouillage intervient dans les quinze jours suivant une demande justifiée introduite auprès du RRH de la DG.

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

pas d'application

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.

pas d'application

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

pas d'application

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

7) Description of Processing:

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

n/a

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

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

n/a

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

n/a

☐ Other (general concept in Article 27.1)

n/a

17/ Comments

1) Date of submission:

10) Comments if applicable:

Les Directeurs généraux et Chefs de service ont reçu des consignes sur la procédure de sélection et notification de leurs responsabilités par la note ADMIN.A.1 D(2007) 11960 du 27 juillet 2007. Une nouvelle version de cette note est en préparation (projet annexé au point 7). Si les services respectent les consignes, ceux-ci sont couverts par la notification en objet. Si les services désirent prendre des mesures différentes, ils doivent les notifier eux-mêmes au Contrôleur européen en vue d'un contrôle préalable.

Cette notification complète pour les aspects de sélection la notification DPO-966 SYSPER2 Job Vacancy (Staff Mobility) pour laquelle le CEPD a conclu qu'un contrôle n'était pas nécessaire. La notification DPO-966 sera finalisée lorsque le module de SYSPER2 pour la gestion en ligne des candidatures aux avis de vacance sera opérationnel.

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.

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

PLACE AND DATE:18/03/2008

DATA PROTECTION OFFICER: RENAUDIERE Philippe

INSTITUTION OR BODY:European Commission