

REGISTER NUMBER: 541

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 27/10/2009

Case number: 2009-701

Institution: EESC

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

Gerardus NIJBORG, Head of Unit

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

Recruitment

Directorate of Human Ressources and Internal Services

3/ Name of the processing

Name under which the processing is being organised:

Management of applications for a short-term traineeship in the EESC

Short description of the processing:

At any given moment, candidates can send the paper application form for a short-term traineeship in the EESC. This form can be downloaded from the EESC website. Only the data of successful candidates are stored in the trainee database.

4/ Purpose or purposes of the processing

Recruitment of short-term trainees.

<p>5/ Description of the category or categories of data subjects</p> <p>Any person applying for a short-term traineeship in the EESC.</p>
<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>Personal data (Name, first name, date and place of birth, nationality), contact data (e-mail-address, address, telephone), academic and/or professional credentials and any other information (IT and language skills), photocopy of the university diploma or other annexes. Only successful candidates have to deliver a medical health certificate and a police statement proving that they do not have been convicted of serious offences.</p>
<p>7/ Information to be given to data subjects</p> <p>Applicants are informed about their rights regarding their personal data by way of the privacy statement on the EESC Internet website.</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>Applicants can cancel their application at any given moment. In this case, the application form and all annexes are destroyed immediatly</p>
<p>9/ Automated / Manual processing operation</p> <p>The treatment of the applications is manual, succesful candidates are stored in the traineeship office database (name, gender, nationality, period of traineeship and unit worked in)</p>
<p>10/ Storage media of data</p> <p>The paper documents are stored in folders. The data of succesful candidates (name, gender, nationality, period of traineeship and unit worked in) are stored in a database.</p>
<p>11/ Legal basis and lawfulness of the processing operation</p> <p>Decision 323/97 A from 11 June 1997, governing the in-service training in the EESC (currently under revision). The new decision will be sent to the EDPS.</p>

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

Heads of unit searching for short-term trainees

13/ retention policy of (categories of) personal data

Unsuccessful candidates: until the indicated start of the traineeship period, if no date is indicated, one year after the reception of the application. Successful candidates: one year after the end of the traineeship period.

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)

BLOCKING: 5 working days

ERASURE: 5 working days

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

AS FORESEEN IN:

XX Article 27.2.(a)

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

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

XX Article 27.2.(b)

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

Processing operations intended to evaluate personal aspects relating to the data subject, including his or her ability, efficiency and conduct,

☐ 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: 26/10/2009

DATA PROTECTION OFFICER: Maria ARSENE

INSTITUTION OR BODY: European economic and social committee