

REGISTER NUMBER: 850

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 26/03/2012

Case number: 2012-0299

Institution: GSA

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

INFORMATION TO BE GIVEN⁽²⁾

(2) Please attach all necessary backup documents

1/ Name and adress of the controller
European GNSS Agency, Rue de la Loi 56, B-1049, Brussels, Belgium.

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

3/ Name of the processing
Health data

4/ Purpose or purposes of the processing
Processing aimed on the management of health data.

<p>5/ Description of the category or categories of data subjects all staff members - both temporary and contractual staff</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>) health data- aptitude certificates, sick leave certificates, birth certificate, maternity related certificates. The rest is managed by PMO in direct contact with the member of staff.</p>
<p>7/ Information to be given to data subjects staff knows that only the 2 types of information is kept at GSA HR department: sick leave certificates and aptitude certificates.</p>
<p>8/ Procedures to grant rights of data subjects(<i>rights of access, to rectify, to block, to erase, to object</i>) Data subject can exercise their rights upon a request to the controller. Also the access right is given to all data subject to access their personal file as well as electronic personal file.</p>
<p>9/ Automated / Manual processing operation Automated and manual</p>
<p>10/ Storage media of data Electronic - GKMF and shared drives; Physical is paper based</p>
<p>11/ Legal basis and lawfulness of the processing operation Staff Regulation - Article 34(1) of the Staff Regulations, Article 10(2) of Regulation 45/2001</p>
<p>12/ The recipients or categories of recipient to whom the data might be disclosed direct management, HR staff, data subject</p>
<p>13/ retention policy of (categories of) personal data Not specified yet as the agency is new.</p>
<p>13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject) (<i>Please, specify the time limits for every category, if applicable</i>) BLOCKING: two weeks after the receipt of request</p>

ERASURE: two weeks after the receipt of request

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:

X Article 27.2.(a)

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

X 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)

17/ Comments

Internal data processing notification reference: GSA/DP/15/2012

PLACE AND DATE: 26 March 2012, Brussels

DATA PROTECTION OFFICER: Triinu Volmer

INSTITUTION OR BODY: European GNSS Agency

To be filled out in the EDPS' office