

<b>REGISTER NUMBER: 896</b>
<b>NOTIFICATION FOR PRIOR CHECKING</b>
<p>Date of submission: 10/09/2012</p> <p>Case number: 2012-0783</p> <p>Institution: European Commission</p> <p>Legal basis: Article 27.2.(a) Processing of data relating to health and to suspected offenses, offenses, criminal convictions or security measures (1)</p> <p style="text-align: right;">(1) OJ L 8, 12.01.2001</p>

<b>INFORMATION TO BE GIVEN<sup>(2)</sup></b>
<i>(2) Please attach all necessary backup documents</i>

<b>1/Name of the processing</b>
Safety and Environmental inspections at the JRC Petten site.
<b>2/Description</b>
<p>The Safety, Environment and Security (SES) sector coordinates and monitors works on the JRC Petten site in order to verify the correct application of health and safety standard through the JRC, according to the Dutch Law. The areas covered include safety at work, fire prevention, environment protection, security, hygiene and health and where appropriate radioprotection.</p> <p>The Site Safety Officer conducts "Safety Tours" in all JRC Petten buildings and all units which address any works done on site that might entail any potentially hazardous situation. The Site Safety Officer writes minutes of such tours wherein those present are listed. These are sent to line management and relevant safety figures.</p> <p>Staff of SES may also carry out investigations following either injuries or near accidents reports. Where applicable, report is sent to the hierarchy and safety line management of the staff/person concerned. For statistical purposes, excel file recording each accident is kept by the Site Safety Officer.</p> <p>This processing of personal data is subject to art.27.</p>
<b>3/Processors</b>
<b>4/Automated / Manual operations</b>
<p>Writing minutes that include list of those present (safety audits, consultation procedures and injury enquiries).</p> <p>Where applicable, constituting a 'dossier' concerning accidents or near accidents including collection testimonies/declarations and possible photographs.</p>
<b>5/Storage</b>

Paper and electronic media.

#### **6/Comments**

#### **7/Purposes**

Maintaining and improving Safety and Environmental standards at the JRC Petten site.

#### **8/Legal basis and Lawfulness**

\* Framework Directive 89/391 of 12 June 1989 on the introduction of measures to encourage improvements in the safety and health of workers at work

\* Arbeidsomstandighedenwet 2005 – ARBO (Labour law)

\* Wet algemene bepalingen omgevingsrecht 2010-WABO (Environmental law)

Art. 5b : processing is necessary for compliance with a legal obligation to which the controller is subject.

This processing of personal data is subject to art.27.

#### **9/Data subjects**

All persons entering the JRC Petten:

- \* staff members;
- \* external contractors
- \* visitors.

#### **10/Data fields / Category**

Name and surname,  
date of injury or accident,  
description of injury or accident (including consequences)  
date of entry at JRC,  
name and surname of hierarchy,  
Name JRC contract responsible.

This processing of personal data is subject to art. 10.

#### **11/Mandatory Information**

Please see the Privacy Statement.

This is published on the Intranet page JRC Petten.

#### **12/Procedure to grant rights**

The data subject can address any issues concerning this processing directly to the controller via the functional mailbox: JRC-IET-SES@ec.europa.eu

The minutes will be sent as a draft to all the members that participate in the safety tours and they will have the possibility to correct the minutes if they wish.

Persons concerned with an (near)accident investigation are always invited to contact Site Safety Officer handling the investigations in case of need i.e. access, verify, correct or perform an integration of their own declarations or statements.

#### **13/Retention**

For safety tours reports, the data is kept for 5 years.

For near accident investigation, the data is kept for 5 years.

In the case of injury investigation, the data is kept for 10 years.

**14/Time limit**

Upon a justified request by the data subject the personal data will be modified within 14 days.

**15/Historical purposes**

The statistical data are made anonymous.

**16/Recipients**

Director, Head of Site Management Unit, Safety Officers HoU, Heads of Sector, JRC contract managers (supervisors),

Final Investigation reports are delivered to involved in line management and may also be transmitted for information to the JRC Legal Service, HR/DS, OLAF or any Judicial Authorities or National Law Enforcement agencies for eventual follow-up.

Data can be handed over to OLAF, IDOC, Judicial Authorities or National Law Enforcement agencies upon written request and duly authorised by the controller in case of investigations regarding threats to the security of the Joint Research Centre sites or the European Commission.

Transfer of data following Art. 7 and 8.

Authorised Commission Officials or any Judicial Authorities or National Law Enforcement agencies.

**17/Transfer out of UE/EEA**

**19/Complementary information**

See enclosed Controller mail to EDPS about the replacement of old notification DPO-1591 with this new notification DPO-3605 (and DPO-3610).

See also previous mail exchange between the EDPS, DPO, DPC and Controller between 08/2011 and 07/2008, including also draft opinion for case 2008/0013, in attachment.

PLACE AND DATE:10/09/2012

DATA PROTECTION OFFICER: MANOLESCU Dan

INSTITUTION OR BODY:European Commission