

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1087

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 28/06/2013

CASE NUMBER: 2013-0779

INSTITUTION: EDA

LEGAL BASIS: ARTICLE 27-5 OF THE REGULATION CE N° 45/2001⁽¹⁾

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

DIRECTOR OF CAPABILITIES MR. PETER ROUND ASSISTED BY :

Miriam Clancy
Capabilities Directorate,
European Defence Agency,
Rue des Drapiers 17-23,
B1050 Brussels.

2/ ORGANISATIONAL PARTS OF THE INSTITUTION OR BODY ENTRUSTED WITH THE PROCESSING OF PERSONAL DATA

Capabilities Directorate

3/ NAME OF THE PROCESSING

Processing of Personal GSM Details for Capabilities Directorate Staff.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Collection and processing of GSM details for Capabilities Directorate personnel, for contact in relation to work related issues while they are out of the office during working hours.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Capability Directorate personnel.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (*including, if applicable, special categories of data (Article 10) and/or origin of data*).

GSM Numbers.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Information received voluntarily from data subjects to allow contact with Capabilities Directorate colleagues in relation to work related issues while they are out of the office during working hours.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

Request for details to be deleted can be received from the data subject at any time which is done immediately on receipt.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Manual Processing – Excel Database.

10/ STORAGE MEDIA OF DATA

Excel Database accessible only by Capabilities Directorate Personnel.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

The data subject voluntarily supplies the information to enable contact in connection with work related issues while not in the office during working hours.

12/ THE RECIPIENTS OR CATEGORIES OF RECIPIENT TO WHOM THE DATA MIGHT BE DISCLOSED

The data is available to all Capabilities Directorate personnel only.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Personal data is retained until the person leaves the EDA or until they instruct that the details should be deleted.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS

Data is erased immediately on request from the data subject.

(Please, specify the time limits for every category, if applicable)

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.

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

No data is transferred to Third Countries or International Organisations.

16/ THE PROCESSING OPERATION PRESENTS SPECIFIC RISK WHICH JUSTIFIES PRIOR CHECKING *(Please describe):*

N/A

PRIOR CHECKING REALISED : EDA-PCN-1- GSM DETAILS

17/ COMMENTS

PLACE AND DATE: BRUSSELS, 3RD MAY 2013

DATA PROTECTION OFFICER: ALAIN-PIERRE LOUIS

INSTITUTION OR BODY: EDA