

(To be filled out in the EDPS' office)

NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 20/05/2014

CASE NUMBER: 2014-0601

INSTITUTION: EUSC

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

European Union Satellite Centre
Data Protection Officer: Jean-Baptiste Taupin
Apartado de Correos 511, E-28850 Torrejón de Ardoz, Madrid

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

Head of Division or Unit requesting a vacancy to be filled
Administration Division, Personnel.
Recruitment Board

3/ NAME OF THE PROCESSING

RECRUITMENT SECONDED NATIONAL EXPERTS (SNEs)

4/ PURPOSE OR PURPOSES OF THE PROCESSING

The SatCen receives each year a number of Seconded National Experts (SNE's) They are national or international civil servants or persons employed in the private sector deployed to work temporarily for the SatCen under the rules applicable to National Experts on Secondment to the European Union Satellite Centre as approved by the Board of the European Union on 18 July 2007. The secondment is subject to submission of candidature by the Member State.

SNEs have a dual role: to come to the SatCen with their work experience and to benefit from the knowledge acquired during their secondment.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Selection of Secondment National Experts.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA

(including, if applicable, special categories of data (Article 10) and/or origin of data)

Identification data: ID card/Passport, name and surname, address, phone number

Qualifications and Experience:

- SNEs must have a security clearance equivalent to at least SECRETUE and professional experience of 3 years.
- SNEs must have a thorough knowledge of one official language of the EU and a satisfactory knowledge of a second. (one of them should be English)
- SNEs sign a Loyalty declaration upon arrival and upon departure.
- Nationality of an EU member state or staff of European Union institutions or agencies
- Driving licence

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Pursuant to Articles 11 and 12, Regulation (EC) 45/2001, where the data are obtained directly from data subjects data are processed according to the provisions of the above said Regulation and, where applicable, according to the provisions of COUNCILDECISION2009/747CFSP concerning the Staff regulations of the European Union Satellite Centre.

In all cases, data collection forms shall include the following legal notice: *"All personal data collected in this procedure to be handle by EUSC will only be used for its purposes and will in no case be transmitted to any third party, excluding the legal obligations or other exception contained in article 8.a) Regulation 45/2001. Any data provided will be treated in the strictest confidence and with high security. All documents provided to SatCen during this procedure will be kept in SatCen's files and will not be returned to this owner.*

The personal information the SatCen requests will be processed in full compliance with the applicable European data protection regulation.

The rights of information Access, correction blocking and deletion of personal data are guaranteed under these rules, and These rights may be exercised by email to dpo@satcen.europa.eu with a copy of the documentation accrediting the personality."

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

(Rights of access, to rectify, to block, to erase, to object)

Pursuant to Regulation (CE) 45/2001 (Article 13 and seq.), data subjects may exercise before EUSC DPO their rights of access, rectification and blocking using any of the SatCen accepted means of communication.

Applicants shall be requested to exercise the right of accrediting their identity by attaching supporting identification documents to the written/electronic application; if this right is exercised through an attorney, the relevant powers of attorney granted by the data subject shall be request.

Application of Articles 13 to 18 of Regulation 45/2001, each data subject will receive an

explanatory letter with details. This gives the possibility to check the exactitude of data and ask for rectification, if necessary.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Processing of data shall be automated.

Upon conclusion of the recruitment process and once the appointment is official, the information will be entered into the personal file.

In the case of candidates that were not selected during the recruitment process, their information is retained for a 1 year period for future recruitment processes.

10/ STORAGE MEDIA OF DATA

Any data contained in IT tools are stored in the Atlas network; this network is used for all SatCen non-classified materials. Servers where the information is to be stored are located in a closed and climate-controlled room whose access is limited to SatCen Director and heads of systems and security. Furthermore, this room is located within a restricted area to which only security-cleared staff has access.

As for connexions to the data network, the connexion of unauthorised devices is prohibited; additionally, certain mobile devices are prohibited within SatCen administrative facilities.

Regarding hard copy files, their use is prohibited within the restricted area; within the administrative area, where only security-cleared staff can access (guests and this parties may access this area only when escorted by SatCen staff), this information is within each department, located in locked cabinet in Personnel dependences.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Chapter II (Article 4 and seq.), Decision 2009/747/CFSP, Article 5.a, Regulation (EC) 45/2001 and Board Decision of 18 July 2007, concerning the rules applicable to national experts on secondment to the European Union Satellite Centre.

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

Data shall be disclosed to SatCen internal departments, such as Director, Security (staff accreditation, access control to facilities), Administration Division.

Data shall also be transferred to other EU competent bodies pursuant to Article 11, Regulation (EC) 45/2001.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

According to the provisions of Article 16 Regulation (EC) 45/2001, data subjects are entitled to

have their personal data erased by the controller whenever the processing of personal data is unlawful. Processing of personal data shall be deemed unlawful when the principles of data quality are not met (Article 4) or when processing of data has not a lawful purpose (Article 5); in any case, processing of data outside classified materials is performed in compliance of a legal obligation of the controller, in this case, the purpose for the processing of data is recruitment of SNE.

In any event, the following are the maximum retention periods its ten years after termination of the contractual relationship.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS
(Please, specify the time limits for every category, if applicable)

The data may be blocked and erased in accordance with rights provided respectively for the articles 15 and 16 of the regulations (EC) No. 45/2001 on request of the data subject.

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:

☐ Article 27.2.(a)

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

☒ 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
N/A

PLACE AND DATE: TORREJÓN DE ARDOZ, MADRID, SPAIN

DATA PROTECTION OFFICER: JEAN-BAPTISTE TAUPIN

INSTITUTION OR BODY: EUSC EUROPEAN UNION SATELLITE CENTRE