

(To be filled out in the EDPS' office)

NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 05/06/2014

CASE NUMBER: 2014-0613

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

The different units involve in this procedure are: Administration Division, General Services.

3/ NAME OF THE PROCESSING

ACCESS TO OFFICE & BADGES

4/ PURPOSE OR PURPOSES OF THE PROCESSING

SatCen and Air Base facilities Access Control.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Employees data
Visitors data
Suppliers and providers data

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

Authorities data
Invited experts visits special access data

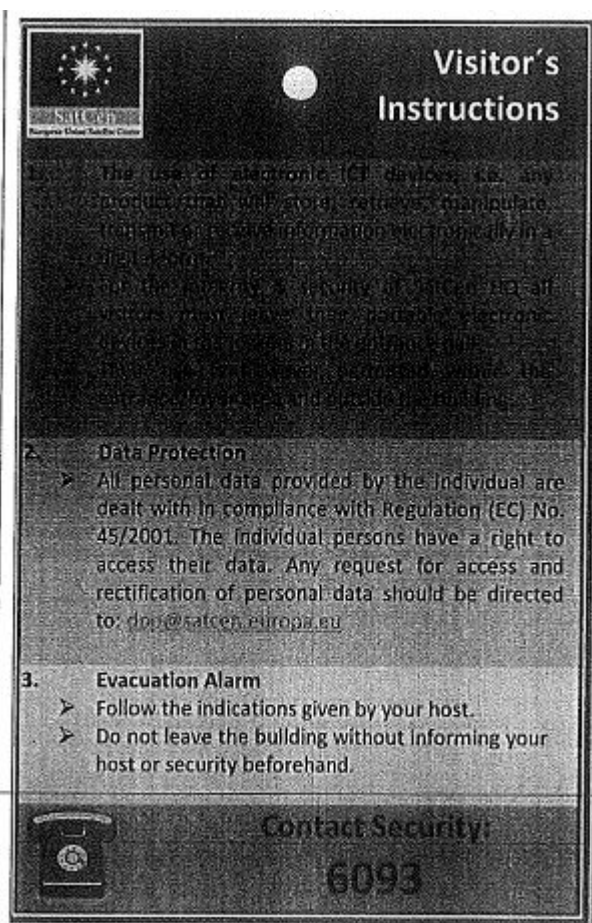
6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA
(including, if applicable, special categories of data (Article 10) and/or origin of data)

Identification data: ID Card/Passport Name and family name, Image. Employment details data: profession, position, employer.
Commercial information data: activity and business, commercial licenses.

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 COUNCIL DECISION 2009/747CFSP concerning the Staff regulations of the European Union Satellite Centre.

The following information is provided to persons who have access to the SatCen's office:



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

SatCen's 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 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

Automated data processing, within security and human resources systems; data are maintained software applications managing access control to facilities.

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 Sateen administrative facilities.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

The legal basis for data processing is established in the rules and policies for accessing security restricted facilities, defined by both SatCen internal regulations and national security areas and facilities regulations.

Lawfulness of data processing is provided for in Article 5.a) of regulation 45/2001.

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

Heads of unit - sectors SatCen. Torrejón de Ardoz Airbase
Pursuant to Article 11, regulation (CE) 45/2001, transfer of personal data EU bodies and institutions.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

According to the provisions of Article 16 Regulation (EC) 4-5/2001, 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 the management of the access to SatCen's office.

For security reasons this information is not deleted, because the SatCen's office is a protected area

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