Notification to the Data Protection Officer under Article 25 of the Rules on Data Protection (Decision 235/16/COL) ('the Rules')

Changes affecting the information contained in the notification must be notified promptly to the Data Protection Officer, see Article 25(3) of the Rules.

Date of submission: 13.11.2017

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Part 1: Processing

- Unit responsible for the processing operation

Administration.

- Name of processing operation

Applications for Special ID Cards for ESA staff members issued by the Belgian Protocol Service.

- General description of the processing operation

Gathering personal information about future and current staff members and their spouse/partner/children as applicable to submit to the Protocol Service in order to obtain special ID cards. The Protocol Service will then send personal data to the local Commune/Population Service to register the individual.

- Sub-contractors

Not applicable

- Manual operations

Future and current staff members and the Finance & Admin Assistant manually fill in specific forms to apply for a special ID card. ESA staff members provide a picture of themselves and their family members if applicable. These forms may be transferred between the parties by email.

- Storage

Documents are saved digitally in HR personal files in the Authority's document management system (GoPro) and paper copies sent/received from the Protocol are stored in a lockable filing cabinet, which is access restricted.

- Comments

Not applicable

- Security measures

All documents are saved in HR personal files in GoPro and access restricted to HR and Finance and the relevant ESA staff member. Hard copies of documents are kept in a secured filing cabinet located in a locked HR filing room, which is access restricted..

Part 2: Purpose and legal basis

- The purpose(s) of the processing operation

In accordance with the Headquarters Agreement between the EFTA Surveillance Authority and the Kingdom of Belgium, ESA staff members and their spouse/partner/children shall have the right to a special identity card (Chapter III, Article 16 (b) 4).

- The legal basis of the processing operation

Reference is made to The Headquarters Agreement between the EFTA Surveillance Authority and the Kingdom of Belgium and Staff Regulations and Rules.

Reference is made to the EFTA Surveillance Authority Decision of 15 December 2016 laying down Rules on Data protection (Doc. 802433) Article 5 (b).

Part 3: Data subjects/fields

- Categories of data subjects

Future and current ESA staff members and their spouse/partner/children if applicable. Where ESA is required to provide supporting documentation to prove a relationship (e.g. marriage, legal cohabitation certificates, birth certificates etc.), this might include personal data of wider family members (e.g. names, DOB and occupation of parents of staff member).

- Categories of data / Data fields

Personal information, such as: name, date of birth, marital status, previous address, actual address, job title and contract length. Other information that national administrations have provided on certificates.

Part 4: Rights of the data subjects

- Information to be provided to the data subjects

Privacy statement provided with employment contract.

- Procedure to grant rights

Authority procedure for data subject requests (DSR) (document no 863894).

- Retention policy and time limit

The digital documents and the hard copies are destroyed within a month of a card being returned (by hand) to the Belgian protocol service. Staff members are required to return ID cards to ESA when they leave employment (or when the card holder is no longer eligible/in need of the card). These are returned to the Protocol service by the responsible person in ESA Administration.

The data are not used for statistical or scientific purposes.

Part 5: Recipients

- Categories of recipients of the data

Belgian Protocol and (via the Protocol Service) Belgian communes/Belgian Population Service.

- Transfer of the data

Belgian Protocol and (via the Protocol Service) Belgian communes.