



NOTIFICATION FORM

FOR DATA PROCESSING OPERATIONS

- To be filled out by the Data protection Officer -

Date of registration: 12.8.2013

Register No: IT10

1. Name of the data processing operation

Export of EEA's address book to Commission's address book

2. Data Controller

Programme or Group: OSE2/Helpdesk

Function: Head of group

Contact person: helpdesk@eea.europa.eu

3. Description of the processing operation

3.1. Area of activity in which the processing is carried out

EEA's Email service's address book is exported regularly to the Commission's Email address book to help Commission staff or EEA staff working in the Commission to easily find Email addresses of EEA staff.

The export contains apart from Email address - Name, Phone number and EEA Group.

The export is sent by Email to a functional mailbox in the Commission for automatic import into the Commission's Email address book.

3.2. Modalities for the processing operation

Manual processing The process is initiated manually

Automated processing The import is automated

3.3. Are the Personal data processed by an entity external to EEA ('processor')

 The contact information is processed by the Commission

4. Lawfulness and purpose of the processing

4.1. Legal basis

The processing operations of EEA's e-mail system and sharing related contact information is advantageous for the performance and the support of the numerous tasks carried out by the EEA as mandated by Regulation (EC) No 401/2009, and in particular Article 2 thereof. Implementing Regulation (EC) No 401/2009 calls for a modern and efficient communications infrastructure including equivalent office automation technology.

4.2. Grounds for lawfulness

The data processing is considered lawful because it is necessary for the performance of a task carried out in the public interest on the basis of Regulation (EC) No 401/2009 or in the legitimate exercise of official authority vested in the EEA (Article 5(a) of Regulation (EC) No 45/2001.

4.3. Purpose of the processing

To better enable electronic communication and exchange of electronic messages and attachments between the Commission and EEA staff.

5. Features of the processing operation

5.1. Categories of data subjects concerned

Anybody who's contact data appears in EEA's address book

5.2. Categories of data (Please tick whichever is applicable)

5.2.1. Data processed in the context of internal telecommunications networks

Traffic data

Billing data

Directories

Others

5.2.2. Other categories of data

Email addresses and address book references

6. Retention practice of personal data

As long as the data subject is an EEA staff member

7. Personal data processed for historical, statistical or scientific purposes

Purpose	Categories of data	Storage media
<input type="checkbox"/> Historical	n/a	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input type="checkbox"/> Statistical	n/a	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input type="checkbox"/> Scientific	n/a	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted

8. Recipients or categories of recipients to whom the data might be disclosed

The responsible service within the Commission who receive a copy of the EEA address book to be imported into the Commission Address book so staff in the Commission can see the address book data.

9. Proposed transfer of personal data to third countries or international organisations

Yes No transfer of personal data to third countries or international organisation

10. Information given to the data subjects

See the "*Policy for Email Usage at the EEA*" and "*Policy for private use of EEA IT and telephony equipment*" available on the EEA Intranet under "*Working practicalities \ IT policies*" and reproduced as annexes 1 and 2 to this notification.

11. Procedures to enable data subjects to exercise their rights (*as indicated in Articles 13 to 19 of the Regulation (EC) No 45/2001, i.e. access, rectification, blocking, erasure, objection*)

If data is encoded incorrectly in the address book, data subject may contact the mail administrator directly who can make the requested changes.

12. Time limits for blocking and erasure of the different categories of personal data

Address book: the data is modified at the source (directory provided from HR systems (SIC) and the Helpdesk)

Categories of data	Blocking	Erasure
Any data asked for	Usually immediately but at maximum within 5 working days	Usually immediately but at maximum within 5 working days

