



## NOTIFICATION FORM

### FOR DATA PROCESSING OPERATIONS

Date of registration: 28.6.2011

Register No: IT5

#### 1. Name of the data processing operation

Intranet logs processing

#### 2. Data Controller

Programme or Group:	OSE2 /Helpdesk
Function:	Head of OSE Programme
Contact person:	Sigfús Bjarnason; Helpdesk <a href="mailto:helpdesk@eea.europa.eu">helpdesk@eea.europa.eu</a>

#### 3. Description of the processing operation

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

Internal internet access.

Personal data are collected and further processed for the purpose of the management of access rights and delivery of the services.

There is no restriction under Article 20 of Regulation (EC) No 45/2001; the processing operation does not require prior checking in accordance with Article 27 of Regulation (EC) No 45/2001.

##### 3.2. Modalities for the processing operation

<input type="checkbox"/> Manual processing <i>(please describe)</i>	Personal data is processed manually for the purposes of the management of access rights and delivery of the services, optimisation and errors detection and correction.
<input checked="" type="checkbox"/> Automated processing <i>(please describe)</i>	The intranet site saves logs with access information to the various areas on the intranet.

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

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

#### 4. Lawfulness and purpose of the processing

##### 4.1. Legal basis

The processing operation of the EEA intranet log is necessary 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 communication infrastructure including equivalent office automation technology.

Furthermore, the European Code of good administrative behaviour, applicable to EEA pursuant to a Decision of its Management Board adopted on 22.6.2004, calls on the institutions, bodies and agencies of the European Union to have the support of an open, efficient and independent administration in carrying out their missions.

##### 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

Log files of various types are generated and sometimes consulted for production, optimisation and error correction purposes.

#### 5. Features of the processing operation

##### 5.1. Categories of data subjects concerned

All EEA staff members and contracted consultants

##### 5.2. Categories of data

###### 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

Access information to various files and intranet systems, including date and time, IP number, username, browser type, pages accessed and actions taken.

## 6. Retention practice of personal data

Personal data are kept for a maximum period of 12 months and then deleted. No personal data is processed for historical or statistical purposes

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

Purpose	Categories of data	Storage media
<input type="checkbox"/> Historical	Not applicable	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input type="checkbox"/> Statistical	Not applicable	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input type="checkbox"/> Scientific	Not applicable	<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted

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

The in-house developer and a limited number of relevant staff in Helpdesk.

## 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 as described in Articles 11 & 12 of the Regulation (EC) No 45/2001)

See the privacy statement available on the intranet under work practicalities, IT policies (attached as annex 1 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)

Data subjects have no direct access to their personal data. In case they wish to verify or modify any of their personal data, they may contact the internal EEA Helpdesk via e-mail at the following address: [helpdesk@eea.europa.eu](mailto:helpdesk@eea.europa.eu).

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

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

