



## NOTIFICATION FORM

### FOR DATA PROCESSING OPERATIONS

Date of registration: 28.6.2011

Register No: FM4

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

Staff business cards

#### 2. Data Controller

|                     |                                                                                                                                                                                                            |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Programme or Group: | OSE4 / Facilities                                                                                                                                                                                          |
| Function:           | Head of OSE Programme                                                                                                                                                                                      |
| Contact person:     | Sigfús Bjarnason;<br>Facilities Services: <a href="mailto:facilities_services@eea.europa.eu">facilities_services@eea.europa.eu</a><br><a href="mailto:Logistics@eea.europa.eu">Logistics@eea.europa.eu</a> |

#### 3. Description of the processing operation

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

Business card ordering procedure:

- template available on the Intranet is used
- data of the staff needs to be put in the layout, and sent to his/her line manager for approval
- when the layout has been approved it needs to be sent to Facilities group for printing
- an E-mail will be sent by Facilities group when the business cards are ready to pick up in Facilities office

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

|                                                          |                                                             |
|----------------------------------------------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/> Manual processing    | The business card printing and handing out is partly manual |
| <input checked="" type="checkbox"/> Automated processing | Email with the filled in template is partly automated       |

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

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

|                                                                                                         |
|---------------------------------------------------------------------------------------------------------|
| <b>4. Lawfulness and purpose of the processing</b>                                                      |
| <b>4.1. Legal basis</b>                                                                                 |
| Contract of employment of the staff concerned                                                           |
| <b>4.2. Grounds for lawfulness</b>                                                                      |
| The data subject has unambiguously given his or her consent (Article 5(d) of Regulation (EC) No 45/2001 |
| <b>4.3. Purpose of the processing</b>                                                                   |
| To be used by staff when maintaining external contacts                                                  |

|                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------|
| <b>5. Features of the processing operation</b>                                                                             |
| <b>5.1. Categories of data subjects concerned</b>                                                                          |
| EEA staff                                                                                                                  |
| <b>5.2. Categories of data</b>                                                                                             |
| <input checked="" type="checkbox"/> Staff member's name and work contact details (email, phone, fax, address and function) |

|                                                                                |
|--------------------------------------------------------------------------------|
| <b>6. Retention practice of personal data</b>                                  |
| Contract period – information deleted after the creation of the business cards |

| <b>7. Personal data processed for historical, statistical or scientific purposes</b> |                    |                                                                          |
|--------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------|
| Purpose                                                                              | Categories of data | Storage media                                                            |
| <input type="checkbox"/> Historical                                                  | Not applicable     | <input type="checkbox"/> Anonymous<br><input type="checkbox"/> Encrypted |
| <input type="checkbox"/> Statistical                                                 | Not applicable     | <input type="checkbox"/> Anonymous<br><input type="checkbox"/> Encrypted |
| <input type="checkbox"/> Scientific                                                  | Not applicable     | <input type="checkbox"/> Anonymous<br><input type="checkbox"/> Encrypted |

|                                                                                      |
|--------------------------------------------------------------------------------------|
| <b>8. Recipients or categories of recipients to whom the data might be disclosed</b> |
| Unlimited, at the discretion of the staff concerned                                  |

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

☐ Yes

☒ No transfer of personal data to third countries or international organisations

#### 10. Information given to the data subjects as described in Articles 11 & 12 of the Regulation (EC) No 45/2001)

The business card ordering procedure available on the EEA intranet contains the following paragraph on data protection:

*"Processing your request for a business card will involve the recording and processing of personal data (such as your name, your business contact details and function). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your personal data requested are required to create your business card and will be processed solely for that purpose by the EEA. Under the data protection Regulation (EC) No 45/2001, you are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the facilities services. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data".*

#### 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)

EEA staff members have a right to access their data and to update or correct their personal data at any time.

Any request for access or rectification of personal data shall be addressed in writing to the facilities services at the following address [Logistics@eea.europa.eu](mailto:Logistics@eea.europa.eu).

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

| Categories of data | Blocking    | Erasure     |
|--------------------|-------------|-------------|
| Any data asked for | Immediately | Immediately |

