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| **REGISTER NUMBER:** |
| **NOTIFICATION FOR PRIOR CHECKING** |
| Date of submission:    Case number:   Institution:   Legal basis: Article 25 of the regulation CE 45/2001(1) |
| *(1) OJ L 8, 12.01.2001* |

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| **INFORMATION TO BE GIVEN**(2) |
| *(2) Please attach all necessary backup documents* |

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| **1/ Name and address of the controller**  Agency for the Cooperation of Energy Regulators  Trg republike 3  1000 – Ljubljana  Slovenia |
| **2/ Organisational parts of the institution or body entrusted with the processing of personal data**  The department in charge of processing of the personal data is the Administration Department, and within that department more specifically Human Resources section.  The contact person for the processing of the personal data is the Human Resources Officer.  Mr Goran Vaskrsic (Silvia Manessi?)  Human Resources Officer  Trg republike 3  1000 – Ljubljana  Slovenia  Phone number: +386 (0) 820 04 601  Email: [Goran.vaskrsic@acer.europa.eu](mailto:Goran.vaskrsic@acer.europa.eu) |
| **3/ Name and description of the processing**   * Sharing information of the Agency’s staff members with third parties   Sharing information with third parties means sending requested data regarding staff members within the Agency, more specifically their gender, nationality, position, contact details, etc., to other institutions. |
| **4/ Purpose or purposes of the processing**  Processing of personal data serves the purpose of facilitating other collaborative institutions with their reports and statistics on expats, communication with other expats from their home country, sharing relevant information with them, etc. |
| **5/ Description of the category or categories of data subjects**  The categories of persons concerned are Temporary and Contract agents, SNEs and Interim staff, employed by the Agency (hereafter “staff member”). |
| **6/ Description of the data or categories of data**  Name and surname of the staff member  Gender  Nationality  Category grade  Contact details (email address) |
| **7/ Information to be given to data subjects**  Staff members are informed / aware about sharing information regarding their gender, nationality, category grade or contact details upon request from third parties. Privacy Statement is attached to this Notification informing them about their rights, as outlined in Regulation (EC) 45/2001. |
| **8/ Procedures to grant rights of data subjects**  The rights of data subjects are defined by Regulation (EC) No 45/2001.  Data subjects are provided with a Privacy Statement which is attached to this notification (Annex I).  In the privacy statement data subjects are informed about the possibility to exercise their rights by contacting either (i) the Agency’s department in charge of processing, using the contact details provided above, at (1); or (ii) contact the Agency’s data protection officer, using the contact details provided in the paragraph below.  Further, data subjects are informed that they may, at any time, consult the data controller, have recourse to the Data Protection Officer of the Agency, and have recourse to the European Data Protection supervisor. |
| **9/ Automated / Manual processing operation**  Processing is manual. Human Resources section processes information following ad-hoc requests from the third parties. |
| **10/ Storage media of data**  All relevant data regarding staff members is stored on the server of HR section. |
| **11/ Legal basis and lawfulness of the processing operation**  Processing is lawful under Regulation (EC) 45/2001 establishing the European Data Protection Supervisor, in particular Articles 4(b), and 8(a), 8(b). |
| **12/ The recipients or categories of recipient to whom the data might be disclosed**  Recipients or categories of recipients are the following:  Eurostat – statistical office of the European Union  Permanent Representations of Member States to the European Union in Slovenia  Embassies of Member States of European Union |
| **13/ Retention policy of (categories of) personal data**  Data is retained 5 years after the termination of the employment or as of the last pension payment. |
| **13 a/ time limits for blocking and erasure of the different categories of data  (on justified legitimate request from the data subject)**  Not Applicable. |
| **14/ Historical, statistical or scientific purposes**  Not Applicable. |
| **15/ Proposed transfers of data to third countries or international organisations**  Not Applicable. |
| **16/ The processing operation presents specific risk which justifies prior checking**  Not Applicable. |
| **17/ Comments**  Not Applicable. |
| **18/ Measures to ensure security of processing *(3)* *these measures are described in Article 22 of Regulation 45/2001.***  All data is saved on “S” drive of a server, accessible only to HR staff in charge of processing such data. |

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| PLACE AND DATE: Ljubljana, Slovenia; DD Month 2015 DATA PROTECTION OFFICER: Marina Zubac  INSTITUTION OR BODY: Agency for the Cooperation of Energy Regulators |