



DATA PROTECTION REGISTER

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This document contains OHIM's Data Protection Register established in accordance with articles 24.1.(d), 25 and 26 of Regulation 45/2001 of the European Parliament and of the Council of 18 December 2000 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 (Published in the Official Journal of the European Union OJ L 8 dated 12/01/2001).

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In accordance with Article 10§3 of Regulation 1049/2001, OHIM's Data Protection Register is published in its current version, including its linguistic version, and format.

This document is updated regularly in accordance with the implementation of Regulation 45/2001 within OHIM.

Our goal is to keep this information timely and accurate. Any error is to be brought to OHIM's Data Protection Officer's attention, who will endeavour to correct it promptly (DataProtectionOfficer@oami.europa.eu).

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Any request concerning the OHIM's Data Protection Register may be addressed directly to OHIM's Data Protection Officer (DataProtectionOfficer@oami.europa.eu).

Short list of notifications of processing operations of personal data

DPN-2005-001	Output statistics for operations carried out in ATMDD
DPN-2005-002	Work allocation statistics in ATMDD Formalities Service
DPN-2005-003	Rapporteur Statistics (MS Excel)
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DPN-2005-009	Decisions of the Boards of Appeal (Paper, MSWord, PDF)
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DPN-2005-011	Registry Distribution of BoA Decisions (MS Excel)
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DPN-2005-013	Final lists for Rapporteurs in case of Reallocation (MS Excel)
DPN-2005-014	Registry Tools (MS Excel)
DPN-2005-015	DHL Track Report (MS Excel)
DPN-2005-016	Vacation (MS Word)
DPN-2005-017	Planning of Absence (MS Excel)
DPN-2005-018	Graphs and Individual Statistics (Two MS Excel spreadsheets)
DPN-2005-019	Tracking of proof readings of BoA draft and tracking of BoA Abstracts
DPN-2005-020	Teleworking
DPN-2005-021	Publication of OHIM staff direct phone numbers on the Internet.
DPN-2005-022	Customer Car Unit (CCU) MS Access database (Complaints)
DPN-2005-023	OHIM Administrative Board & Budget Committee (ABBC) members contact list Word
DPN-2005-024	I-reach Document Management System (including OHIM Public Register) – I-reach (to be replaced by Filenet P8)
DPN-2005-025	GAERD Absence Planner – MS Excel (will be migrated into MS Access in the future)
DPN-2005-026	Contacts DB - MS Access
DPN-2005-027	Mailing DB – MS Access
DPN-2005-028	OHIM staff legal consultations – MS Excel
DPN-2005-029	Market Intelligence (MINT+ MiniMINT) DB - MS Access
DPN-2005-030	Publication of OHIM staff direct phone number and email on Internet (update of DPN-2005-021)
DPN-2005-031	Staff appraisal
DPN-2005-032	2004-2005 Internal selection procedure of TA and CA
DPN-2005-033	Internal Promotion of Officials and Regrading of Temporary Agents
DPN-2005-034	TMS-Training database
DPN-2005-035	Tramitación de bajas médicas
DPN-2005-036	Comisión de invalidez
DPN-2005-037	Reconocimiento médico anual
DPN-2005-038	Transferencia de expedientes medicos.
DPN-2005-039	Visitas de control
DPN-2005-040	Flexitime/Absences
DPN-2005-041	Payment of salaries & actuarial calculations for EU pension system
DPN-2005-042	Selection procedures for recruiting temporary agents
DPN-2005-044	Etablissement de listes nominatives dans des tableaux EXCEL
DPN-2005-045	Selection procedures for recruiting temporary agents
DPN-2005-046	Communication to OHIM's staff of staff arrivals, mobility and departures
DPN-2005-047	Analytical accounting (Excel file)
DPN-2005-048	Keying In of Designers names and addresses into Eurodesign's EXA module
DPN-2005-049	Designs Examination Production Figures (Excel file)
DPN-2005-050	Social well-being survey
DPN-2005-057	"Contactos" - Access
DPN-2005-065	Intranet Decisions databases
DPN-2005-066	Individual production objectives of the administrative support Task Force
DPN-2005-067	File Allocation Follow up
DPN-2005-068	Follow up of individual production objectives
DPN-2005-069	Interlocutory Revisions in MS Access
DPN-2005-070	Proof of use and third party observations – Examination
DPN-2005-071	Presentations databases
DPN-2005-072	Service Snapshots
DPN-2005-073	Statistical Snapshots
DPN-2005-074	Individual production objectives of the Task Force on Absolute Grounds.
DPN-2005-075	Follow up of individual production objectives inside a Service.

DPN-2005-076 Language check management tool
 DPN-2005-077 Excel spreadsheet for the follow-up of complaints transmitted by the Customer Care Unit
 DPN-2005-078 Key user resources tracking tool
 DPN-2006-001 Teleworking survey of March 2006
 DPN-2006-002 ATMDD & TMD staff Language & Professional Profile Database
 DPN-2006-003 Transfer of personal data of community staff to member states
 DPN-2006-004 Transfer of personal data of Community Staff to Poland
 DPN-2006-006 ABC
 DPN-2006-009 Survey "Paying shuttle service"
 DPN-2006-010 Management of absences of the Staff of the Office
 DPN-2006-011 Internal selection of OHIM's middle managers (MM) UPDATED
 DPN-2006-013 Office space survey
 DPN-2006-016 EuroClass
 DPN-2006-017 Stagiaires
 DPN-2006-020 Silent monitoring of incoming calls at Switchboard and Information Centre level.
 DPN-2006-022 TMRD and TMCD Production Statistics
 DPN-2006-023 GESTION ET CONSULTATION DES DOSSIERS PERSONNELS
 DPN-2006-028 Disclosure of OHIM diaries
 DPN-2007-001 Certification Procedure
 DPN-2007-002 Quality Management System - Quality Checks
 DPN-2007-003 QMD Photos
 DPN-2007-004 Business cards and compliment cards
 DPN-2007-005 Internal Audits
 DPN-2007-006 OHIM's Data Protection Register
 DPN-2007-007 Legal consultancy for private matters of our staff
 DPN-2007-008 Activities during school holidays: farm school, teens' camp
 DPN-2007-009 Social activities: Special offers
 DPN-2007-010 Quality control of linguistic team
 DPN-2007-011 Table "SYCOPAT"
 DPN-2007-012 Translation and revision requests
 DPN-2007-014 Social Assistance
 DPN-2007-015 Social Financial Aids
 DPN-2007-016 OHIM Award Prize
 DPN-2007-017 TADCOR Minisite
 DPN-2007-018 CTM and Design Courts Judges' Seminars organisation (IP Academy)
 DPN-2007-019 T4T site
 DPN-2007-020 Administrative Archiving Procedure - ARCAD
 DPN-2007-021 Loaning of Books
 DPN-2007-022 Loaning of original documents + 3 dimensional objects related to CTM & RCD applications from the Archives
 DPN-2007-023 Quality control of the RCD bulletin
 DPN-2007-025 Residence permits - Transfer of personal data of Community Staff to Spanish Foreign Affairs Ministry
 DPN-2007-026 OLA's feasibility project
 DPN-2007-027 Service Desk Quality Control
 DPN-2007-028 Staff Committee's Internal Call for Interests
 DPN-2007-029 Database of the CTM Download Licensees and Database of the CTM Download users' e-mails
 DPN-2007-030 Distribution of Alicante News
 DPN-2007-031 Events of the Office
 DPN-2007-032 List of attendees to OHIM booth during Annual Meetings & trade fairs
 DPN-2007-033 INTA and other meetings invitations to Members
 DPN-2007-034 OAMI Organigramme
 DPN-2007-035 External distribution of publications
 DPN-2007-036 Statistics in relation to e-business
 DPN-2007-037 Alicante News Statistics - Owner & Representative ranking figures
 DPN-2007-038 Mailing
 DPN-2007-042 Call Centre Technology
 DPN-2007-043 Early retirement without reduction of pension rights
 DPN-2007-046 Goods and Services Database
 DPN-2007-047 CFI/ECJ Info Service, Informing about CFI and ECJ judgments
 DPN-2007-048 Training Survey
 DPN-2007-049 Reimbursement of language stays expenses
 DPN-2007-050 After School Nursery
 DPN-2007-052 Publication of list of EPIS with photo
 DPN-2008-001 Tasks statistics (BoA Registry)
 DPN-2008-002 Survey for the management of the Gymnasium
 DPN-2008-003 Improvement Idea Form

DPN-2008-004 Rules concerning Elections and Appointment to the Staff Committee
 DPN-2008-005 Internal mobility
 DPN-2008-006 Probationary period Report
 DPN-2008-007 Establishment of annual appraisal reports UPDATE
 DPN-2008-008 Organisation of training activities for staff members
 DPN-2008-009 Quality Management System - Ex ante quality checks
 DPN-2009-001 Employee Opinion Survey
 DPN-2009-002 Customer Relationship Management System (CRM)
 DPN-2009-003 Questionnaire to those involved in quality control
 DPN-2009-005 TMD Production Statistics
 DPN-2009-006 Usage of user names and emails into Clarity
 DPN-2009-007 Photographs for Web site
 DPN-2009-009 Empirical analysis of correlations between work system variables and decision making
 DPN-2009-010 Management of personal data of staff on general HR database (update of DPN-2006-012)
 DPN-2010-001 Business Objects (BO) repository administration
 DPN-2010-002 Google Analytics
 DPN-2010-003 Control and management of sickness leaves
 DPN-2010-005 Quality Management System, ex-post quality check of TM decisions
 DPN-2010-007 Details invoices by month (late)
 DPN-2010-008 Upgrade of the Library Management System
 DPN-2010-009 Infrastructure Audit Survey
 DPN-2011-001 Management of requests related to credit cards for staff going on mission
 DPN-2011-002 Installation of a "Localizator GPS" in the car fleet of OHIM
 DPN-2011-003 Reference check of Candidates on OHIM reserve lists
 DPN-2011-004 informal procedure relating to the Anti-harassment Policy
 DPN-2011-005 Selection and appointment of confidential counsellors among certified mediators
 DPN-2011-006 Selection and appointment by the SC of confidential counsellors
 DPN-2011-007 Selection and appointment procedures of managers comprised in the official organisation chart
 DPN-2011-009 User Satisfaction Survey
 DPN-2012-002 Ad Hoc Satisfaction Surveys
 DPN-2012-003 Administrative investigations and disciplinary proceedings at OHIM



<u>Notification Reference</u>	DPN-2005-001 (ATMDD 01)
<u>Organisational Entity:</u>	ATMDD
<u>Processing Operations:</u>	Output statistics for operations carried out in ATMDD
<u>Purposes:</u>	To enable the activities of the Department to be managed and to ensure that the requirements of the Staff Regulation can be met (in particular Articles 34, 43 and 45).
<u>Categories of Data:</u>	Not provided.
<u>Processor:</u>	Immediate line managers, their superiors, the Director and Deputy Director of ATMDD and their secretaries.
<u>Retention Period:</u>	None
<u>Data Subjects:</u>	All ATMDD staff
<u>Information to Data Subjects:</u>	
<u>When and Data Subjects are informed:</u>	This notification will be made available to all staff.
<u>Right to Block Data:</u>	None
<u>Right to Erase Data:</u>	None
<u>Legal Basis:</u>	Staff Regulation, in particular Articles 34, 43 and 45.
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Immediate line managers, their superiors, the Director and Deputy Director of ATMDD and their secretaries
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	
<u>EDPS Reference:</u>	2004-0287
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	STATISTICS / APPRAISAL
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2005-002 (ATMDD 02)
<u>Organisational Entity:</u>	ATMDD
<u>Processing Operations:</u>	Work allocation statistics in ATMDD Formalities Service
<u>Purposes:</u>	To enable a fair and allocation of workload. To enable the management of the service.
<u>Categories of Data:</u>	Allocated workload.
<u>Processor:</u>	
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Members of ATMDD Formalities Service
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	This notifications will be made available to the staff.
<u>Right to Block Data:</u>	None
<u>Right to Erase Data:</u>	None
<u>Legal Basis:</u>	Staff Regulation, Articles 34, 43 and 45
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Inmediate line managers, Head of Service and Department
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	STATISTICS / APPRAISAL
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2005-003 (BoA 01)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Rapporteur Statistics (MS Excel)
<u>Purposes:</u>	Monitoring and follow-up output of decisions of the Boards of Appeal.
<u>Categories of Data:</u>	Number of Decisions taken by Member. Also shows data grouped by Board.
<u>Processor:</u>	Administrative Assistant to Senior Registrar, IT-Coordinator.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Members of the Boards of Appeal.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Data subjects are sent the information once it has been compiled.
<u>Right to Block Data:</u>	Immediate.
<u>Right to Erase Data:</u>	Immediate
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Decision no ADM-02-35 of 30 October 2002
<u>Recipients:</u>	Members of the Boards of Appeal, President of the Boards of Appeal, DASS, President of the Office.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2004-0294
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	STATISTICS / APPRAISAL
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2005-004 (BoA 02)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Planned Absences (MS Excel)
<u>Purposes:</u>	Ensuring Board staff knows when other Board staff are absent.
<u>Categories of Data:</u>	Dates of leave by person.
<u>Processor:</u>	Secretaries assigned by President of the Boards of Appeal.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Members, Heads of Service and the President's staff.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Data subjects are requested to provide the information and are sent the weekly table.
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Decision no ADM-02-35 of 30 October 2002
<u>Recipients:</u>	Members of the Boards of Appeal, President's staff, Secretaries of the Boards of Appeal.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	NO
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	ABSENCES
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-005 (BoA 03)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	2nd Board Decision Database (MS Excel)
<u>Purposes:</u>	Monitoring the handling of decision tasks of the 2nd Board of Appeal.
<u>Categories of Data:</u>	Details of decisions taken and pending by Members and Legal Assistants.
<u>Processor:</u>	Secretaries assigned by Chairperson of 2nd Board.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Members of the 2nd Board of Appeal, Legal Assistants of the 2nd Board of Appeal.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Data subjects have access to the information.
<u>Right to Block Data:</u>	Indefinite.
<u>Right to Erase Data:</u>	Indefinite.
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Article 4 of the Rules of Procedure of the Boards of Appeal, Decisions of the Authority of the Boards, Article 43 of the Staff Regulations.
<u>Recipients:</u>	Members of the 2nd Board of Appeal, Legal Assistants of the 2nd Board of Appeal, Secretaries of the 2nd Board of Appeal.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2004-0295
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2005-006 (BoA 04)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	2nd Board Absence Database (MS Excel)
<u>Purposes:</u>	Ensuring 2nd Board staff know when other 2nd Board staff are absent.
<u>Categories of Data:</u>	Dates and type of leave by person.
<u>Processor:</u>	Secretaries assigned by Chairperson of 2nd Board.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Staff of the 2nd Board of Appeal.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Data subjects have access to the information.
<u>Right to Block Data:</u>	Indefinite.
<u>Right to Erase Data:</u>	Indefinite.
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Decision no ADM-02-35 of 30 October 2002
<u>Recipients:</u>	Members of the 2nd Board of Appeal, Legal Assistants of the 2nd Board of Appeal, Secretaries of the 2nd Board of Appeal.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	ABSENCES
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-007 (BoA 05)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	1st Board Databases (MS Access and MS Excel)
<u>Purposes:</u>	Tracking the processing of appeal files. Providing statistics regarding decisions taken and pending cases of the 1st Board of Appeal.
<u>Categories of Data:</u>	Details regarding current location/state of appeal file, and indicating the assigned person and the date of the assignment. Statistics on the number of decisions taken and pending by Members and Legal Assistants.
<u>Processor:</u>	Secretaries assigned by Chairperson of 1st Board .
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Members of the 1st Board of Appeal, Legal Assistants of the 1st Board of Appeal.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Data subjects are sent the information once it has been compiled.
<u>Right to Block Data:</u>	Indefinite.
<u>Right to Erase Data:</u>	Indefinite.
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Article 4 of the Rules of Procedure of the Boards of Appeal, Decisions of the Authority of the Boards, Article 43 of the Staff Regulations.
<u>Recipients:</u>	Members of the 1st Board of Appeal. Legal Assistants of the 1st Board of Appeal. Secretaries of the 1st Board of Appeal. IT-Coordinator of the Boards of Appeal.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2004-0296
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2005-008 (BoA 06)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Search on Decisions of the Boards of Appeal
<u>Purposes:</u>	Allows research on the case law of the Boards of Appeal decisions.
<u>Categories of Data:</u>	Name and address of parties and representatives Name of Members and Registrar
<u>Processor:</u>	Selected DASS staff.
<u>Retention Period:</u>	No time limit decided
<u>Data Subjects:</u>	Parties and representative in appeal proceedings, Member of the Boards of Appeal, Registrar of the Boards of Appeal.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Clients have to send the information as part of the Notice of Appeal. Members are assigned to cases. Registrar is assigned by the regulations.
<u>Right to Block Data:</u>	Yes
<u>Right to Erase Data:</u>	Yes
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Rules 48 and 50 of Commission Regulation (EC) No 2868/95
<u>Recipients:</u>	Intranet: Staff of the Office Internet: The general public.
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	NO
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SEARCH TOOL / REGISTER
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-009 (BoA 07)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Decisions of the Boards of Appeal (Paper, MSWord, PDF)
<u>Purposes:</u>	Permits a decision to be sent to the client.
<u>Categories of Data:</u>	Name and address of parties and representatives Name of Members and Registrar
<u>Processor:</u>	Staff of the Boards of Appeal.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Parties and representative in appeal proceedings, Member of the Boards of Appeal, Registrar of the Boards of Appeal.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Clients have to send the information as part of the Notice of Appeal. Members are assigned to cases. Registrar is assigned by the regulations.
<u>Right to Block Data:</u>	Indefinite.
<u>Right to Erase Data:</u>	Indefinite.
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Rule 50 Commission Regulation (EC) No 2868/95
<u>Recipients:</u>	Decision is sent to the clients. Decision is available to all staff of the OHIM and is published.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-010 (BoA 08)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Paper File (Paper)
<u>Purposes:</u>	Permits a decision to be made on the Appeal.
<u>Categories of Data:</u>	Name, address, payment details, correspondence of parties and representatives. Name of Members and Registrar.
<u>Processor:</u>	Staff of the Boards of Appeal.
<u>Retention Period:</u>	Until the case is closed as "Final". Then it is sent to ARCAD (Archives).
<u>Data Subjects:</u>	Parties and representative in appeal proceedings, Member of the Boards of Appeal, Registrar of the Boards of Appeal.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Data subjects have to send the information as part of the Notice of Appeal.
<u>Right to Block Data:</u>	Yes
<u>Right to Erase Data:</u>	Yes
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Title VII Council Regulation (EC) No 40/94. Title X Commission Regulation (EC) No 2868/95. Commission Regulation (EC) No 216/96.
<u>Recipients:</u>	Staff of the Boards of Appeal, IPLU Staff and ECJ (in case of Appeal to ECJ.)
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-011 (BoA 09)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Registry Distribution of BoA Decisions (MS Excel)
<u>Purposes:</u>	Follow up on/control the distribution and notification of decisions of the Boards of Appeal.
<u>Categories of Data:</u>	Registry staff name.
<u>Processor:</u>	Registry staff of the Boards of Appeal.
<u>Retention Period:</u>	6 months
<u>Data Subjects:</u>	Registry staff
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	By the Senior Registrar when the table was initiated.
<u>Right to Block Data:</u>	Yes
<u>Right to Erase Data:</u>	Yes
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Title VII Council Regulation (EC) No 40/94. Title X Commission Regulation (EC) No 2868/95. Commission Regulation (EC) No 216/96.
<u>Recipients:</u>	Staff of the Registry.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-012 (BoA 10)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Registry Distribution of CFI Decisions (MS Excel)
<u>Purposes:</u>	Follow up on/control the distribution and notification of CFI decisions.
<u>Categories of Data:</u>	Registry staff name.
<u>Processor:</u>	Registry staff of the Boards of Appeal.
<u>Retention Period:</u>	6 months
<u>Data Subjects:</u>	Registry staff
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	By the Senior Registrar when the table was initiated.
<u>Right to Block Data:</u>	Yes
<u>Right to Erase Data:</u>	Yes
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Title VII Council Regulation (EC) No 40/94. Title X Commission Regulation (EC) No 2868/95. Commission Regulation (EC) No 216/96.
<u>Recipients:</u>	Staff of the Registry.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2005-013 (BoA 11)
Organisational Entity:	BOA
Processing Operations:	Final lists for Rapporteurs in case of Reallocation (MS Excel)
Purposes:	To be able to (not to) reallocate case of the Rapporteur.
Categories of Data:	Rapporteurs' names and related relevant appeals.
Processor:	Registry staff of the Boards of Appeal.
Retention Period:	
Data Subjects:	Rapporteurs
Information to Data Subjects:	Yes
When and Data Subjects are informed:	When he/she provided the relevant information to the Senior Registrar.
Right to Block Data:	Until the cases are processed by the Boards
Right to Erase Data:	Until the cases are processed by the Boards
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	Managerial duty of the Head of Service
Recipients:	Staff of the Boards.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	ARCHIVED
Keywords Class:	WORK ASSIGNMENT
Compliance with R45/2001:	YES



Notification Reference	DPN-2005-014 (BoA 12)
Organisational Entity:	BOA
Processing Operations:	Registry Tools (MS Excel)
Purposes:	<ul style="list-style-type: none"> i. Permits a decision to be made on the Appeal, ii. It is also used to extract statistics related to the Boards of Appeal, iii. Extracts of this data base can be copied for the purpose of lightening the exploitation of the data contained therein.
Categories of Data:	Clients: Name, address. Members: Name
Processor:	Registry staff of the Boards of Appeal.
Retention Period:	
Data Subjects:	OHIM Clients, Board Members.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Data subjects have to send the information as part of the Notice of Appeal. Rapporteurs are assigned to cases according to the CTMR.
Right to Block Data:	Indefinite.
Right to Erase Data:	Indefinite.
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	Title VII Council Regulation (EC) No 40/94. Title X Commission Regulation (EC) No 2868/95. Commission Regulation (EC) No 216/96.
Recipients:	Staff of the Office.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	ARCHIVED
Keywords Class:	WORK ASSIGNMENT
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2005-015 (BoA 13)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	DHL Track Report (MS Excel)
<u>Purposes:</u>	To be able to trace the notifications sent by the Registry and to calculate related deadlines.
<u>Categories of Data:</u>	Representatives name & telephone number.
<u>Processor:</u>	Registry staff of the Boards of Appeal + Mail Room staff
<u>Retention Period:</u>	5 years. May be needed for further decision taking of fixing of costs.
<u>Data Subjects:</u>	Representatives
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	When he/she asked for an information on the notification of communications from the Boards of Appeal.
<u>Right to Block Data:</u>	Yes
<u>Right to Erase Data:</u>	Yes
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Title VII Council Regulation (EC) No 40/94. Title X Commission Regulation (EC) No 2868/95. Commission Regulation (EC) No 216/96.
<u>Recipients:</u>	Staff of the Boards, IPLU, ECJ, interested persons, Public inspection if requested.
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-016 (BoA 14)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Vacation (MS Word)
<u>Purposes:</u>	Follow up on planned vacation of the Staff of the Registry.
<u>Categories of Data:</u>	Registry staff name & type of leave taken.
<u>Processor:</u>	Registry staff of the Boards of Appeal.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Registry staff
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	By the Senior Registrar when the table was initiated.
<u>Right to Block Data:</u>	Yearly
<u>Right to Erase Data:</u>	Yearly
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Decision no ADM-02-35 of 30 October 2002
<u>Recipients:</u>	Staff of the Registry.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	ARCHIVED
<u>Keywords Class:</u>	ABSENCES
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-017 (BoA 15)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Planning of Absence (MS Excel)
<u>Purposes:</u>	To permit members of staff to know whether a member of the DASS is absent.
<u>Categories of Data:</u>	DASS staff name & type of leave and training taken.
<u>Processor:</u>	Selected DASS staff.
<u>Retention Period:</u>	Data is held for future absences, and once a week the data that refers to past dates is removed.
<u>Data Subjects:</u>	Staff of the DASS.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	By the Head of Service when the table was initiated.
<u>Right to Block Data:</u>	Yes
<u>Right to Erase Data:</u>	Yes
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Decision no ADM-02-35 of 30 October 2002
<u>Recipients:</u>	DASS Staff
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	ARCHIVED
<u>Keywords Class:</u>	ABSENCES
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-018 (BoA 16)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Graphs and Individual Statistics (Two MS Excel spreadsheets)
<u>Purposes:</u>	Monitoring the tasks performed by DASS staff members and control the fulfillment of the yearly targets as defined in individuals appraisal reports.
<u>Categories of Data:</u>	Details of tasks performed by member of staff of the DASS.
<u>Processor:</u>	Secretary assigned by Head of DASS.
<u>Retention Period:</u>	5 years.
<u>Data Subjects:</u>	Staff of the DASS.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	By the Head of DASS when the table was initiated.
<u>Right to Block Data:</u>	Yes, on request to the Head of Service
<u>Right to Erase Data:</u>	Yes, on request to the Head of Service
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Article 43 of the Staff Regulations
<u>Recipients:</u>	Head of the DASS.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2004-0297
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	STATISTICS / APPRAISAL
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2005-019 (BoA 17)
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Tracking of proof readings of BoA draft and tracking of BoA Abstracts
<u>Purposes:</u>	Monitor the creation and revising of abstracts and proof reading of BoA drafts.
<u>Categories of Data:</u>	Staff name and date of task.
<u>Processor:</u>	DASS staff involved in proof reading has access to proof reading worksheet. Worksheet on abstract: secretary assigned by Head of Service of DASS.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Abstracts: DASS staff Proof reading: DASS staff, rapporteur and legal assistant
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	By the Head of Service when the tables was initiated.
<u>Right to Block Data:</u>	Yes, on request to the Head of Service
<u>Right to Erase Data:</u>	Yes, on request to the Head of Service
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	DASS Staff, Proof readers.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2005-020 (QMD 01)
Organisational Entity:	QMD
Processing Operations:	Teleworking
Purposes:	Operational prerequisite to the introduction of a Teleworking scheme at the Office. We need personal information on staff that would be interested in joining a teleworking scheme to ensure that it is organizationally and technically feasible. But also for the subsequent management of this scheme overtime.
Categories of Data:	Data will include data on ? Superior / department / unit name & professional coordinates ? Name & Surname of telework volunteers ? Office location + ext ? Staff no. ? Home or Telework Location address + Telephone/GSM number ? Type of interest in telework ? Compliance with selections criteria ? Current post + suitability to telework ? Telefonica diagnostic/status result of GigaADSL line or alternative ? Posts and name/surname/ext. of current holder ? Special needs ? New IP ? New professional telephone/mobile number ? Dates + status
Processor:	All the Management and their assistants, Telework Group Members and their assistants, ITFMD staff working on the Teleworking project or supporting project.
Retention Period:	
Data Subjects:	Staff of the Office in its largest sense.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	On data collection according to article 11. Information will be provided on the form they will volunteer the requested information.
Right to Block Data:	Within one month if not required for operational purposes
Right to Erase Data:	Within one month if not required for operational purposes
Legal Basis:	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
Legal Instrument:	
Recipients:	Management, TWG, ITFMD, FD, HRD, any subcontracted companies on a need to known basis (such as Telecom company, Health and Safety company,...).
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	TELEWORKING
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2005-021 (GAERD 01)
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Publication of OHIM staff direct phone numbers on the Internet.
<u>Purposes:</u>	Enhance accessibility of OHIM staff for the clients and users of the CTM and RCD systems.
<u>Categories of Data:</u>	- Surname - First name - Telephone number - Office - Address - Department
<u>Processor:</u>	User Support and IT Security Service and Informatic Production of the Information Technologies and Facilities Management Department and each staff member for his own personal data.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	OAMI staff as designated by the Directors of the Departments.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	A communication will be sent out by e-mail to OHIM staff concerned.
<u>Right to Block Data:</u>	Whenever a change occurs (triggered by ineed) data are corrected in Intranet Directory. Subsequent regular monthly updates on the Internet.
<u>Right to Erase Data:</u>	Whenever a change occurs (triggered by ineed) data are corrected in Intranet Directory. Subsequent regular monthly updates on the Internet.
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Any individual having Internet access (through OAMI-Online).
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	ARCHIVED
<u>Keywords Class:</u>	DIRECTORY
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-022 (GAERD 02)
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Customer Car Unit (CCU) MS Access database (Complaints)
<u>Purposes:</u>	Be able to treat and follow-up on complaints.
<u>Categories of Data:</u>	Personal data (name, company name, address, phone + fax number, e-mail, profession) Description of the complaint Handling of the complaint (department affected)
<u>Processor:</u>	GAERD Customer Care Unit team (CCU) Local Access for departments
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Individuals and company (users, clients and other relevant IP bodies or public who have made a complaint)
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	When the info was provided to GAERD.
<u>Right to Block Data:</u>	Regular updates or as soon as GAERD is aware of any incorrect data
<u>Right to Erase Data:</u>	Regular updates or as soon as GAERD is aware of any incorrect data
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	GAERD Management and GAERD CCU
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	COMPLAINT / CUSTOMER CARE
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-023 (GAERD 03)
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	OHIM Administrative Board & Budget Committee (ABBC) members contact list Word
<u>Purposes:</u>	Have an updated contact list for mailings etc
<u>Categories of Data:</u>	Personal coordinates, name, address, email, tel nr, fax nr
<u>Processor:</u>	GAERD ABBC team + OHIM Management Committee
<u>Retention Period:</u>	
<u>Data Subjects:</u>	ABBC members
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	When the data was given to the GAERD ABBC team
<u>Right to Block Data:</u>	No limit – the data is updated upon request
<u>Right to Erase Data:</u>	No limit – the data is updated upon request
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	The GAERD ABBC team
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	ABBC / DIRECTORY
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-024 (GAERD 04)
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	I-reach Document Management System (including OHIM Public Register) – I-reach (to be replaced by Filenet P8)
<u>Purposes:</u>	In order to have an electronic Document Management System for all GAERD documents
<u>Categories of Data:</u>	E.g. personal data (name, address, phone number)
<u>Processor:</u>	GAERD staff
<u>Retention Period:</u>	
<u>Data Subjects:</u>	All categories
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	On OAMI-ONLINE (Public Register)
<u>Right to Block Data:</u>	No limit
<u>Right to Erase Data:</u>	No limit
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	GAERD staff
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	ARCHIVED
<u>Keywords Class:</u>	DOCUMENT MANAGEMENT
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-025 (GAERD 05)
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	GAERD Absence Planner – MS Excel (will be migrated into MS Access in the future)
<u>Purposes:</u>	Absence planner for the GAERD
<u>Categories of Data:</u>	Personal absence data (annual leave, illness leave, special leave, training, missions etc)
<u>Processor:</u>	All GAERD staff members
<u>Retention Period:</u>	
<u>Data Subjects:</u>	GAERD staff members
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	When the data is published - the GAERD staff members are introducing the data themselves
<u>Right to Block Data:</u>	No time limit
<u>Right to Erase Data:</u>	No time limit
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	GAERD staff members
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	ARCHIVED
<u>Keywords Class:</u>	ABSENCES
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-026 (GAERD 06)
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Contacts DB - MS Access
<u>Purposes:</u>	Be able to carry out circular mailing actions for the purpose of dissemination of OHIM information.
<u>Categories of Data:</u>	Personal data (name, company, address, phone number, e-mail, profession)
<u>Processor:</u>	GAERD ER Team, GAERD Communication Tools Team, GAERD Information Centre
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Individuals and company (mainly users, clients and other relevant IP bodies)
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	When the data was given
<u>Right to Block Data:</u>	Upon request of the subjects or when GAERD is informed about incorrect data (e.g. returned mails) – no time limit
<u>Right to Erase Data:</u>	Upon request of the subjects or when GAERD is informed about incorrect data (e.g. returned mails) – no time limit
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	GAERD ER Team, GAERD Communication Tools Team, GAERD Information Centre
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	CONTACTS
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-027 (GAERD 07)
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Mailing DB – MS Access
<u>Purposes:</u>	Be able to provide clients with the information material requested.
<u>Categories of Data:</u>	Personal data (name, company name, address, email, phone + fax number)
<u>Processor:</u>	GAERD Information Desk and Switchboard, GAERD ER and GAERD CT
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Individuals and company (mainly users, clients and other relevant IP bodies)
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	When the information is given
<u>Right to Block Data:</u>	Upon request of the subjects and when GAERD is aware about incorrect data (e.g. returned mails)
<u>Right to Erase Data:</u>	Upon request of the subjects and when GAERD is aware about incorrect data (e.g. returned mails)
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Themselves.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	CONTACTS
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-028 (GAERD 08)
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	OHIM staff legal consultations – MS Excel
<u>Purposes:</u>	In order to have a list of the cases dealt with by the lawyers
<u>Categories of Data:</u>	Confidential and non confidential data. Name, Office address, Grade, Office tel, subject
<u>Processor:</u>	The GAERD/ LIA Team members
<u>Retention Period:</u>	
<u>Data Subjects:</u>	All the OHIM staff, who have requested legal consultation
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Information provided orally at the moment at the counselling
<u>Right to Block Data:</u>	No time limit decided
<u>Right to Erase Data:</u>	No time limit decided
<u>Legal Basis:</u>	Articles 5(d) and 5(e) of Regulation 45/2001
<u>Legal Instrument:</u>	
<u>Recipients:</u>	The GAERD LIA Team
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-029 (GAERD 09)
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Market Intelligence (MINT+ MiniMINT) DB - MS Access
<u>Purposes:</u>	Be able to carry out analysis and marketing actions for the promotion of the Office, CTM and RCD
<u>Categories of Data:</u>	Personal data (name, company name, address, phone + fax number, e-mail, profession). Furthermore, event type, participants, subjects, promo material distributed and conclusions.
<u>Processor:</u>	GAERD External Relations Team (ER), GAERD management, GAERD ADM support, GAERD Information Centre
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Individuals and company (users, clients and other relevant IP bodies or public)
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	When the info was provided to GAERD
<u>Right to Block Data:</u>	Regular updates or as soon as GAERD is aware of any incorrect data
<u>Right to Erase Data:</u>	Regular updates or as soon as GAERD is aware of any incorrect data
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	GAERD ER, GAERD management, GAERD ADM support, GAERD Information Centre
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	CONTACTS
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-030 (GAERD 10)
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Publication of OHIM staff direct phone number and email on Internet (update of DPN-2005-021)
<u>Purposes:</u>	Via OAMI-ONLINE enhance the accessibility of OHIM staff for the clients and users of the CTM and RCD systems.
<u>Categories of Data:</u>	Surname First name Telephone number Office Email Address Department
<u>Processor:</u>	User support and IT Security Service and Informatic Production of the Information Technologies and Facilities Department. And each staff for his own personal data.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	OHIM staff as designated by the Directors of the Departments.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	When the data was given to the GAERD
<u>Right to Block Data:</u>	Whenever a change occurs (triggered by Ineed) data are corrected in Intraned Directory. Subsequent regular monthly updates on the Internet.
<u>Right to Erase Data:</u>	Whenever a change occurs (triggered by Ineed) data are corrected in Intraned Directory. Subsequent regular monthly updates on the Internet.
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Any individual having Internet access (OAMI-ONLINE)
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	DIRECTORY
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2005-031 (HRD 01) UPDATE
Organisational Entity:	HRD
Processing Operations:	Staff appraisal
Purposes:	Drafting appraisal reports for members of staff in compliance with art. 43 of the Staff Regulations.
Categories of Data:	Full name, grade, administrative address, staff number, status, seniority in grade, starting date in job, department and budgetary post number, job title and overall purpose, data of previous job assignments (department, service, sector, period concerned) and the names and job titles of the current and the past reporting officer, if any. The reporting officer introduces an overall assessment comment dealing with appraisal of: efficiency, ability and conduct in the service.
Processor:	The members of staff in Career and Development Sector dealing with appraisals.
Retention Period:	
Data Subjects:	The officials and temporary agents of the Office except grades A*16 and A*15 and chairpersons and members of the Boards of Appeal.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	1st October 2004 at the launching of the appraisal exercise.
Right to Block Data:	No time limits until transfer to another institution, permanent leave or retirement
Right to Erase Data:	No time limits until transfer to another institution, permanent leave or retirement
Legal Basis:	Article 43 of the Staff Regulations
Legal Instrument:	
Recipients:	See Description of the data processing
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2004-0293
Notification Status:	ARCHIVED
Keywords Class:	APPRAISAL
Compliance with R45/2001:	YES



Notification Reference	DPN-2005-032 (HRD 02)
Organisational Entity:	HRD
Processing Operations:	2004-2005 Internal selection procedure of TA and CA
Purposes:	<p>The Authority authorised to conclude the contracts of the Office is aiming to select, among the OHIM's temporary staff :</p> <ul style="list-style-type: none"> · a maximum of 20 who will be offered a renewal of their temporary contract for an indefinite period · a maximum of 30 to who will be offered a renewal of their temporary contract with the inclusion of a resolatory clause linked to the non-participation or participation and failure in the next open competition of their category organised by or at the request of the OHIM · a maximum of 25 to who will be offered a contract of contract staff, for a period of three years. These contract agents will form a pool to replace absent officials or temporary staff. · a maximum of 5 to who will be offered one or several contracts as contract agents or auxiliary staff for a maximum of three years in accordance with the Office's specific needs in terms of replacement of absent officials or temporary staff · a maximum of 5 to who will be offered a contract as contract staff in function group I for manual tasks.
Categories of Data:	<p>In OHIM's internal team, candidates':</p> <ul style="list-style-type: none"> · name · birth date · address · administrative status · category · seniority date as temporary staff · date of end of the contract as temporary staff · mother tongue · language 2 · an updated European Curriculum Vitae format · the personnel number · final lists with scores <p>In EPSO's e-recruitment tool (EPSO Profile and searching tool):</p> <ul style="list-style-type: none"> · Data requested by the tool (available in EPSO's web site) · Written tests of candidates · Results of written tests of candidates <p>In the Selection Committees:</p> <ul style="list-style-type: none"> · Results of written tests of candidates · Oral tests results of candidates · Career Development Reports of candidates · Final tests results of candidates (also known by OHIM internal team and appointing authority) · Final lists with scores
Processor:	<p>OHIM: Director of HRD (J.R. Rubio), responsible of the internal team (Milagros Pérez), members of the internal team (A. de Bruyne, M. L. de Clercq and M. Tarazona) and IT responsible of the internal team (J. Monfort).</p> <p>EPSO: (European Personnel Selection Office) Responsible of the selection procedure at EPSO (V. Grieger and V. Skurdienyte), members of the team in unit E of EPSO.</p> <p>The roles of each one of the institutions is described in the Service Level Agreement, whose draft is enclosed as Annex 1. An addendum to this SLA is going to be signed in order to mention the obligations provided for in article 3 of Reg. 45/2001 as concerns the security and confidentiality of the processing of personal data.</p>
Retention Period:	See Description of the data processing
Data Subjects:	Members of the temporary staff of the OHIM having a contract for a fixed period, at the date of publication of the selection procedure, provided they apply for the selection procedure.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	<p>Through:</p> <ul style="list-style-type: none"> · Information notes of 01/10/04 and 8/10/04 (see annex 3 and 4) · Vacancy notices published on 15/10/04 (see annex 2)
Right to Block Data:	See Description of the data processing
Right to Erase Data:	See Description of the data processing
Legal Basis:	Article 112 of CTM regulation, Articles 12.3 and 82.5 of CEOS, Article 3 of decision published in OJ L 197 of 26 July 2002
Legal Instrument:	<ul style="list-style-type: none"> · Article 112 of CTM regulation: <ul style="list-style-type: none"> 1. The Staff Regulations of officials of the European Communities, the Conditions of Employment of other servants of the European Communities, and the rules adopted by agreement between the Institutions of the European Communities for giving effect to those Staff Regulations and Conditions of Employment shall apply to the staff of the Office, without prejudice to the application of Article 131 to the members of the Boards of Appeal.



2. Without prejudice to Article 120, the powers conferred on each Institution by the Staff Regulations and by the Conditions of Employment of other servants shall be exercised by the Office in respect of its staff.

· Article 12 3 of CEOS:

3. The European Communities Personnel Selection Office (hereinafter "the Office") shall, at their request, provide assistance to the different institutions with a view to the selection of temporary staff, in particular by defining the contents of the tests and organising the selection procedures. The Office shall ensure the transparency of selection procedures for temporary staff engaged under Article 2 (a), (b) and (d).)

· Article 82 5 of CEOS:

5. The European Communities Personnel Selection Office shall, at their request, provide assistance to the different institutions with a view to the selection of contract staff, in particular by defining the contents of the tests and organising the selection procedures. The Office shall ensure the transparency of selection procedures for contract staff.

· Article 3 of the Decision of the Secretaries-General of the European Parliament, the Council and the Commission, the Registrar of the Court of Justice, the Secretaries-General of the Court of Auditors, the Economic and Social Committee and the Committee of the Regions, and the Representative of the Ombudsman of 25 July 2002 on the organisation and operation of the European Communities Personnel Selection Office (Official Journal N° L 197 of 26 July 2002):

Other services

1. Under an agreement between the Head of the Office and any body, office or agency, the Office may organise selection procedures for staff to be recruited by such bodies, offices or agencies. Before concluding such an agreement, the Head of the Office shall seek the approval of the Management Board. Any such agreement shall cover the financial arrangements relating to the services provided by the Office.

2. Where requested, the Office may provide technical support for internal competitions organised by individual institutions, bodies, offices or agencies.

<u>Recipients:</u>	See Description of the data processing
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2004-0174
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SELECTION
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2005-033 (HRD 03)
Organisational Entity:	HRD
Processing Operations:	Internal Promotion of Officials and Regrading of Temporary Agents
Purposes:	The purpose of the processing is to conduct the yearly internal promotion / regrading exercise for members of staff in compliance with article 45 of the Staff Regulations and administrative decisions ADM-05-09 and ADM-05-59.
Categories of Data:	Full name, gender, staff number, category and grade, status, seniority in grade, overall assessment comment in the last appraisal exercise (because it gives right to a minimum amount of guaranteed promotion/regrading points), the accumulated capital of points since the last promotion / regrading, if any, the promotion / regrading threshold, the number of promotion / regrading points proposed/awarded in the current exercise, total number of promotion / regrading points (sum of accumulated points and points awarded in the current exercise), the number of promotion / regrading points in past promotions / regrading exercises, and third language (to check compliance with article 45.2 of the Staff Regulations in case of promotion).
Processor:	The members of staff in the Career and Development Sector dealing with promotions / regradings and the IT business support of the Human Resources Department.
Retention Period:	<p>The MS-Access database built for the purpose of the yearly promotion / regrading exercise is kept for a period fixed provisionally to 10 years as from the end of the said exercise.</p> <p>At the end of the promotion / regrading exercise, the accumulated number of promotion / regrading points of each year is kept on a confidential electronic list in the HRD Career and Development Sector as a necessary basic working document for its use in the following promotions / regrading exercise as promotion / regrading points are accumulative over the years. This list is kept for a period fixed provisionally to 10 years as from the end of the said exercise. Both above 10 years retention periods are necessary for the purpose of appeals related to promotions. Indeed, in case of appeal, OHIM must be in a position to reconstitute with precision the situation and "environment" of past exercises. Such retention period also pursues the interests of data subjects in their right to appeal a promotion decision.</p> <p>Since the current promotion scheme is in force since 2003, it is considered that a sufficient and reasonable experience is necessary to fix a definitive time limit for the storage of these data. Therefore, the retention period has been fixed provisionally to 10 years.</p> <p>The data included in the lists published on OHIM's intranet are governed by the conditions of use of OHIM's intranet (i.e. published for a period of about 15 days and further archived for a period not longer than 5 years).</p> <p>The copy of the letter confirming the final awarding of points is kept on each individuals' personal file until the end of the career of the person concerned.</p> <p>Where applicable, the copy of the decision on promotion / regrading is kept in the data subject's personal file until the end of his/her career.</p>
Data Subjects:	The officials and temporary agents of the Office who may be awarded promotion / regrading points (i.e. excluding grades A*16, A*15 and A*14) – see scope of decisions ADM-05-09 and ADM-05-59.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	<p>A data protection statement is attached to the notice published on OHIM's Intranet informing about the launching of a promotions / regradings exercise with the list of candidates for promotion / regrading (see annex 4).</p> <p>In addition, FAQ (Frequently Asked Questions) are available on OHIM's intranet. FAQ 28 refers precisely to the right of rectification of data (see annex 5).</p>
Right to Block Data:	Data subjects may address a written request to HRD – Career and Development Sector – for blocking data in the cases foreseen by article 15 of Regulation 45/2001.
Right to Erase Data:	Data subjects may address a written request to HRD – Career and Development Sector – for erasing data in the cases foreseen by article 16 of Regulation 45/2001.
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	Article 45 of the Staff Regulations and decisions ADM-05-59 and ADM-05-09
Recipients:	<p>Personal Data are disclosed as follows:</p> <ul style="list-style-type: none"> . Individually to the members of staff to whom promotion / regrading points are to be awarded (individual notifications described above), an individual having access only to his/her own data. . The Directors of Department in charge of members of staff to whom promotion / regrading points are to be awarded. The data of each official and temporary agent included on the database are only disclosed to the director of the department to which the member of staff belongs. . The members of the Management Committee in the meeting on the global awarding of promotion points and the comparative examination of merits are discussed. This will be done on the basis of a list including the staff members for whom points must be proposed. . The members of HRD's Personnel Administration Sector in charge of personal files (for the filing of definitive notification of points and preparation of decisions on promotion/regrading) . The members of the Joint Evaluation and Promotions Committee, only in case of an appeal on the proposal of awarding of promotion / regrading points.



<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2008-0095
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	PROMOTIONS, REGRADINGS
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2005-034 (HRD 04)
Organisational Entity:	HRD
Processing Operations:	TMS-Training database
Purposes:	<ul style="list-style-type: none"> . Collecting data for statistics on global training days and average training days per person . Issuing for training certificates on request by the member of staff concerned . Monitoring the training objectives of the Office . Ensure a follow-up on the trainings attended by the members of staff
Categories of Data:	Full name, staff number, category and grade, telephone number and administrative address, title of training course, number of hours, date of starting, date of finishing, language of the course, level, attendance or not attendance to the training event.
Processor:	The members of staff in the Career and Development Sector dealing with trainings and the TMS developer within ITFMD.
Retention Period:	
Data Subjects:	The officials, temporary agents, and auxiliaries of the Office. In certain cases temping staff and spouses to members of staff.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	After applying for the course, with the confirmation by the person in charge of the course from the Career and Development Sector by means of an e-mail.
Right to Block Data:	No time limit
Right to Erase Data:	No time limit
Legal Basis:	None
Legal Instrument:	
Recipients:	See Description of the data processing
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	TRAINING
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2005-035 (HRD 05)
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	Tramitación de bajas médicas
<u>Purposes:</u>	Cumplimiento del artículo 59 del estatuto al respecto de las ausencias por baja médica.
<u>Categories of Data:</u>	Nombre y apellidos Diagnóstico Fecha de visita médica Periodo de baja
<u>Processor:</u>	Médico asesor, enfermera y médico de control. Personal de Administración (en este último caso con acceso únicamente al dato de los días de baja)
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Todo el personal estatutario
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	En la actualidad cuando recibimos un certificado médico, no entregamos al agente ningún documento sobre la confidencialidad de sus datos. Vamos a proceder a la distribución de un comunicado mediante mail a todo el personal estatutario sobre las indicaciones expuestas en el artículo 11.
<u>Right to Block Data:</u>	Documentación asociada a la custodia del historial médico, es decir 30 años de posesión desde la fecha de ingreso del afectado.
<u>Right to Erase Data:</u>	Documentación asociada a la custodia del historial médico, es decir 30 años de posesión desde la fecha de ingreso del afectado.
<u>Legal Basis:</u>	Article 59 of the Staff Regulations
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Médico asesor, enfermera y médico de control. Personal de Administración (en este último caso con acceso únicamente al dato de los días de baja)
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2005-0168
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	MEDICAL FILE / HEALTH
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2005-036 (HRD 06)
Organisational Entity:	HRD
Processing Operations:	Comisión de invalidez
Purposes:	Dar curso a una cuestión estatutaria relativa a las solicitudes de consideración de incapacidad permanente y transitoria.
Categories of Data:	Nombre y apellidos Resultado de la visita: dictamen médico y administrativo Nº de empleado
Processor:	Parte médica: médico de control, médico asesor. Parte administrativa: asistente de prevención, asistente de administración, Director de DRH.
Retention Period:	
Data Subjects:	Personal estatutario.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Mediante carta al interesado en la convocatoria de la comisión, con todas las prescripciones de los artículos 11 y 12.
Right to Block Data:	Asociado al historial médico personal, es decir 30 años.
Right to Erase Data:	Asociado al historial médico personal, es decir 30 años.
Legal Basis:	Article 59 of the Staff Regulations
Legal Instrument:	
Recipients:	Además del agente/funcionario implicado, el servicio médico, el sector administración, un tercer médico, personal asignado del sector de administración y el director de DRH.
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	2005-0168
Notification Status:	REGISTERED
Keywords Class:	MEDICAL FILE / HEALTH / INVALIDITY
Compliance with R45/2001:	YES



Notification Reference	DPN-2005-037 (HRD 07)
Organisational Entity:	HRD
Processing Operations:	Reconocimiento médico anual
Purposes:	Facilitar el cumplimiento del artículo 59 del estatuto según el cual todo el personal estatutario debe realizar un reconocimiento médico anual.
Categories of Data:	Nombre y apellidos Edad Peso, talla Datos de actualización de historia clínica Nº de personal Antecedentes médicos familiares Pruebas médicas complementarias Nacionalidad
Processor:	Médico asesor, enfermera.
Retention Period:	
Data Subjects:	Personal estatutario
Information to Data Subjects:	Yes
When and Data Subjects are informed:	En la última página del reconocimiento aparece el siguiente párrafo: “Asimismo le informamos que los datos obtenidos en este examen de salud, serán incorporados en un archivo informático, dentro del programa de gestión preventiva PREVEN C/S32, garantizándose en todo momento la confidencialidad de los mismos y el cumplimiento de las disposiciones de la Ley Orgánica 17/1999, de 13 de Diciembre, de Protección de Datos de Carácter Personal (L.O.P.D.)” En lo sucesivo, enviaremos en los propios cuestionarios previos al reconocimiento un párrafo que cumpla con las exigencias de los artículos 11 y 12.
Right to Block Data:	Documentación asociada a la custodia del historial médico, es decir 30 años de posesión desde la fecha de ingreso del afectado.
Right to Erase Data:	Documentación asociada a la custodia del historial médico, es decir 30 años de posesión desde la fecha de ingreso del afectado.
Legal Basis:	Article 59 of the Staff Regulations
Legal Instrument:	
Recipients:	Médico asesor, enfermera y usuario afectado
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	2005-0168
Notification Status:	REGISTERED
Keywords Class:	MEDICAL FILE / HEALTH
Compliance with R45/2001:	YES



Notification Reference	DPN-2005-038 (HRD 08)
Organisational Entity:	HRD
Processing Operations:	Transferencia de expedientes medicos.
Purposes:	Responder a una solicitud administrativa de otra institución europea o agencia.
Categories of Data:	Nombre y apellidos, enfermedades, diagnósticos, declaración de accidentes, DNI, nº de empleado, dirección, certificados de baja, certificados médicos de familiares, informes médicos de de visitas de control, certificados de maternidad y lactancia, autorizaciones de estancia fuera del lugar de afectación, certificados de doble asignación de hijo a cargo.
Processor:	Médico asesor, enfermera.
Retention Period:	
Data Subjects:	Todo el personal estatutario
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Solicitud de permiso mediante mail explicando lo que implica el proceso al agente/funcionario implicado.
Right to Block Data:	Documentación asociada a la custodia del historial médico, es decir 30 años de posesión desde la fecha de ingreso del afectado.
Right to Erase Data:	Documentación asociada a la custodia del historial médico, es decir 30 años de posesión desde la fecha de ingreso del afectado.
Legal Basis:	Article 59 of the Staff Regulations
Legal Instrument:	
Recipients:	Servicios médicos de otras instituciones
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	2005-0168
Notification Status:	REGISTERED
Keywords Class:	MEDICAL FILE / HEALTH
Compliance with R45/2001:	YES



Notification Reference	DPN-2005-039 (HRD 09)
Organisational Entity:	HRD
Processing Operations:	Visitas de control
Purposes:	Dar curso a una cuestión estatutaria relativa al control y validez de las bajas por enfermedad.
Categories of Data:	Nombre y apellidos Resultado de la visita: dictamen médico y administrativo Domicilio Fecha de la visita
Processor:	Parte médica: médico de control, médico asesor. Parte administrativa: asistente de prevención, asistente de administración.
Retention Period:	
Data Subjects:	Personal estatutario.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Mediante carta al interesado con todas las prescripciones de los artículos 11 y 12
Right to Block Data:	Asociado al historial médico personal, es decir 30 años.
Right to Erase Data:	Asociado al historial médico personal, es decir 30 años.
Legal Basis:	Article 59 of the Staff Regulations
Legal Instrument:	
Recipients:	Además del agente/funcionario implicado, el servicio médico, el sector administración, el médico de control y un tercer médico en caso de que sea necesario.
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	2005-0168
Notification Status:	REGISTERED
Keywords Class:	MEDICAL FILE / HEALTH
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2005-040 (HRD 10)
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	Flexitime/Absences
<u>Purposes:</u>	For the control of absences/presences and for the information of the agent.
<u>Categories of Data:</u>	Name, surname, category and grade, place of origin, date of birth, professional address, personal number, number of holidays, special leave, sickness leave, number of days of compensation available.
<u>Processor:</u>	The agent (category C*) of the sector Administration of personal who is in charge of the input and following through of these tasks.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	All staff working in OHIM.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	For flexitime: decision ADM/02/06 signed by the President of the Office For holidays and absences: initial decision ADM 94/30 signed by the President of the Office
<u>Right to Block Data:</u>	No time limit decided
<u>Right to Erase Data:</u>	No time limit decided
<u>Legal Basis:</u>	Processing is necessary for the performance of a contract to which the data subject is party.
<u>Legal Instrument:</u>	
<u>Recipients:</u>	ITFM department in case of program bugs, Human resources department, Line managers
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	ABSENCES
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-041 (HRD 11)
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	Payment of salaries & actuarial calculations for EU pension system
<u>Purposes:</u>	Monthly payment of the salaries and actuarial calculation of EU pensions system.
<u>Categories of Data:</u>	Name, surname, personal number, grade, category, step of the agents, bank details and account number, NUP, birth date, gender, nationality, country of residence, marriage status, gender & birth date of conjoint, children and assimilated people, starting date in OHIM, contractual relationship, grade, % of activity, amounts to be paid and different concepts of payment (ex: basic salary, all kind of statutory allowances, retentions for pension, illness, accident, insurances, transfers of a part of the salary)
<u>Processor:</u>	To modify: only two agents (category C*) of the sector Administration of personal who are in charge of the input and following through of these tasks. To read only: the Director of HRD and his assistant, the Head of sector Administration of personal, two agents (category A* of the Financial Office and two agents (category B* and C*) of the Financial department. Special permission to read only the pay slips: three other C* category agents of the sector administration of personal. Staff of pay Master Office (PMO) & EUROSTAT.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	All staff having a statutory contract with OHIM + staff enjoying invalidity allocation.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	DPO website.
<u>Right to Block Data:</u>	No time limit decided
<u>Right to Erase Data:</u>	No time limit decided
<u>Legal Basis:</u>	Staff regulations for Officials of the European community and Conditions of employment of other servants of the European community. In particular chapter V & annex XII of SR.
<u>Legal Instrument:</u>	
<u>Recipients:</u>	All staff having a contract with OHIM receives a monthly pay slip. PMO receives data to calculate monthly pay slips. EUROSTAT will receive once a year data to calculate actuarial values.
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SALARY
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-042 (HRD 12)
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	Selection procedures for recruiting temporary agents
<u>Purposes:</u>	Selection of candidates to establish a reserve list
<u>Categories of Data:</u>	<p>Electronic data base: Full name, date of birth, gender, marital status, address, telephone number, fax number, e-mail address, data of availability, type of education, years of experience in different areas, level of knowledge in languages, level of knowledge in using IT tools.</p> <p>CV: in addition to the above information place of birth, number of children, contact person in case of absence, dates of obtaining diplomas, type of diplomas, dates of working experience, names and addresses of previous employers, job descriptions of previous jobs, interests, references.</p> <p>Points obtained by the candidates in the interviews and tests.</p> <p>Lists of the successful and non-successful candidates.</p> <p>Minutes of the meetings of the Selection Committees.</p>
<u>Processor:</u>	<p>The members of staff in charge with the selection procedure</p> <p>For x:/recruitment_2003: the members and the chairperson of the Selection Committees</p>
<u>Retention Period:</u>	
<u>Data Subjects:</u>	The applicants of the selection procedures.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	By notification to the DPO. (From 2005 on a special advice will be attached to the publications relating to the selection procedures).
<u>Right to Block Data:</u>	See Description of the data processing
<u>Right to Erase Data:</u>	See Description of the data processing
<u>Legal Basis:</u>	Conditions of Employment of other servants of the European Communities, particularly Article 12.
<u>Legal Instrument:</u>	
<u>Recipients:</u>	See Description of the data processing
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2004-0174, 2005
<u>Notification Status:</u>	ARCHIVED
<u>Keywords Class:</u>	SELECTION
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2005-044 (HRD 14)
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	Etablissement de listes nominatives dans des tableaux EXCEL
<u>Purposes:</u>	Aide aux Départements dans le traitement de leurs dossiers de marques (langues pratiquées par certains collègues, ...) ou dans la présentation de l'Office faite extra -muros.
<u>Categories of Data:</u>	<ul style="list-style-type: none"> · Noms des agents de l'Office et/ou · Catégorie des agents de l'Office et/ou · Nationalité des agents de l'Office et/ou · Langues des agents de l'Office et/ou · Type de contrats des agents de l'Office et/ou · Lien statutaire des agents de l'Office et/ou · Département d'affectation des agents de l'Office ...
<u>Processor:</u>	Secretariat de DRH, correspondant informatique, Direction du DRH, secteur promotion, évolution de carrière, mobilité interne
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Agents de l'Office
<u>Information to Data Subjects:</u>	NO
<u>When and Data Subjects are informed:</u>	Non spécifié.
<u>Right to Block Data:</u>	See Description of the data processing
<u>Right to Erase Data:</u>	See Description of the data processing
<u>Legal Basis:</u>	None
<u>Legal Instrument:</u>	
<u>Recipients:</u>	See Description of the data processing
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	DIRECTORY / PROFILE
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2005-045 (HRD 15)
Organisational Entity:	HRD
Processing Operations:	Selection procedures for recruiting temporary agents
Purposes:	Selection of candidates to establish reserve lists
Categories of Data:	Electronic data base: Full name, date of birth, gender, nationality, address, telephone number, fax number, e-mail address, data of availability, type of education, years of professional experience, level of knowledge in languages, level of knowledge in using IT tools. CV: in addition to the above information dates of obtaining diplomas, type of diplomas, dates of working experience, names and addresses of previous employers, job descriptions of previous jobs, interests, skills and competences Points obtained by the candidates in the interviews and tests Lists of the successful and non-successful candidates Minutes of the meetings of the Selection Committees
Processor:	The members of staff in charge with the selection procedure For x:/recruitment_2003: the members, the chairperson and the vice-chairperson of the Selection Committees
Retention Period:	
Data Subjects:	The applicants of the selection procedures.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	By notification to the DPO. (From 2005 on a special advice will be attached to the publications relating to the selection procedures).
Right to Block Data:	See Description of the data processing
Right to Erase Data:	See Description of the data processing
Legal Basis:	Conditions of Employment of other servants of the European Communities, particularly Article 12.
Legal Instrument:	
Recipients:	See Description of the data processing
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2004-0174, 2005
Notification Status:	REGISTERED
Keywords Class:	SELECTION
Compliance with R45/2001:	YES



Notification Reference	DPN-2005-046 (HRD 16)
Organisational Entity:	HRD
Processing Operations:	Communication to OHIM's staff of staff arrivals, mobility and departures
Purposes:	Inform the staff about arrivals, mobility and departures of colleagues Fulfilling a statutory obligation
Categories of Data:	Arrivals: . Date of arrival . Name and surname . Department of assignment . Nationality and first language . Category (Function group after 30/04/06) . Statutory link (FONC, AT, etc.) . Personnel number . Office Departures: . Date of departure . Name and surname . Statutory link (FONC, AT, etc.) . Personnel number . Reasons for departure WILL NOT BE PUBLISHED Mobility: . Month of mobility . Name and surname . Department of origin . Department of destination
Processor:	The person concerned in the two sectors of HRD and the team of Internal Communication in GAERD
Retention Period:	
Data Subjects:	Staff arriving or leaving the Office or changing department
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Notification to DPO published in DPO's page in Insite
Right to Block Data:	Data are kept in Insite as "old news" as long as "old news" are kept (see Insite policy for news)
Right to Erase Data:	Data are kept in Insite as "old news" as long as "old news" are kept (see Insite policy for news)
Legal Basis:	Article 25 of the Staff Regulations
Legal Instrument:	
Recipients:	All OHIM's staff via Insite
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	MOBILITY
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2005-047 (DD 01)
<u>Organisational Entity:</u>	DD
<u>Processing Operations:</u>	Analytical accounting (Excel file)
<u>Purposes:</u>	The purpose of the processing analytical accounting is to assess the costs of each activity which the Designs Department is to carry out in order to fulfil its responsibilities, namely the registration of Community designs.
<u>Categories of Data:</u>	- Initials of each member of department - Timings dedicated to any of the tasks according to job description
<u>Processor:</u>	all Designs Department staff (each individual introduces his/her own data into his/her file. Password protection is to be introduced. Quality and Performance officer has read access to all).
<u>Retention Period:</u>	
<u>Data Subjects:</u>	all Designs Department members
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	They were informed of the creation of the system in February 2004 and each month a reminder is sent to them to invite to introduce their estimates.
<u>Right to Block Data:</u>	No time limit defined
<u>Right to Erase Data:</u>	No time limit defined
<u>Legal Basis:</u>	Articles 2, 35, 36, 37, 38, 39, 40, 45, 46, 47, 48, 49 and 50 of the Community designs Regulation (6/2002)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	All Designs Department staff
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	ARCHIVED
<u>Keywords Class:</u>	STATISTICS / APPRAISAL
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2005-048 (DD 02)
Organisational Entity:	DD
Processing Operations:	Keying In of Designers names and addresses into Eurodesign's EXA module
Purposes:	The purpose of the processing is to comply with the Community Designs Regulation. Once keyed in, the information becomes part of the Register and it is published in the Community designs Bulletin, available in OAMI ONLINE (http://oami.eu.int/en/design/bull.htm).
Categories of Data:	<ul style="list-style-type: none"> - designer's full name - designer's postal address - ID number given to designer
Processor:	<ul style="list-style-type: none"> - all design examiners with an "examiner" IT profile can key in the information - any other user of Eurodesign with a "readexam" IT profile can read the information from the database - all persons looking at the Community designs Bulletin (http://oami.eu.int/en/design/bull.htm) (access to the names only) and in the future search facility, once implemented (the future RCD online)
Retention Period:	
Data Subjects:	Designers whose names are quoted within an application of a Registered Community design.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Designers do not have an obligation to be quoted into the Register. The right to be quoted in the Community designs Register is a voluntary and consented one. The Office has not right to insert a designer into the Register unless he/she wishes to do so. In fact, the designer may waive his/her right to be cited (Articles 18 & 36(3)(e) Community designs Regulation).
Right to Block Data:	No time limit defined
Right to Erase Data:	No time limit defined
Legal Basis:	Article 18 of the Community designs Regulation (6/2002) and articles 69 and 70 of the Community designs Implementing Regulation.
Legal Instrument:	
Recipients:	at large, the information becomes public as it is part of the Community designs Bulletin
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	DESIGN REGISTER
Compliance with R45/2001:	YES



Notification Reference	DPN-2005-049 (DD 03)
Organisational Entity:	DD
Processing Operations:	Designs Examination Production Figures (Excel file)
Purposes:	<p>The purpose of the processing is:</p> <ul style="list-style-type: none"> - to monitor the volume of design applications which enter the examination module of Eurodesign, in particular by monitoring the volume of pending applications - to monitor whether the rate of design examination per examiner and per group is acceptable in order to cope with incoming applications - to monitor the charge of work for examiners, in order to find standards - to serve as an element to evaluate the examiners and Chief design examiners for the completion of the appraisal report.
Categories of Data:	<ul style="list-style-type: none"> - examiner's username - number of files assigned - number of designs assigned - number of designs in several examination status - days or work - design rate - registration rate
Processor:	Director, Assistant to Director, Quality and Performance officer, Examination coordinator, Chief design examiners, all individual design examiners only with his personal references.
Retention Period:	
Data Subjects:	all design examiners
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Since the beginning of our examination activities (more than a year ago), they know about these statistics and receive them. They are informed after release of the tables, via Chief Designs examiners and receive a copy of the paper (without names except for the indication of statistics pertaining to themselves)
Right to Block Data:	No time limit defined
Right to Erase Data:	No time limit defined
Legal Basis:	Articles 2, 35, 36, 37, 38, 39, 40, 45, 46, 47, 48, 49 and 50 of the Community designs Regulation (6/2002) + Article 43 of Staff Regulation
Legal Instrument:	
Recipients:	Director, Assistant to Director, Quality and Performance officer, Examination coordinator, Chief design examiners, all design examiners
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	STATISTICS / APPRAISAL
Compliance with R45/2001:	



Notification Reference	DPN-2005-050 (Other)
Organisational Entity:	HRD
Processing Operations:	Social well-being survey
Purposes:	Define a new social policy for the Office. Data will be collected for specified purposes; the survey will be sorted out in a way that no personal data will appear on the forms.
Categories of Data:	No names nor personal numbers, only data concerning gender, age, category, employment relationship with OHIM and where you work. The following questions are for analytic purposes only. With the data requested it is not possible to identify a concrete member of the staff.
Processor:	All members of the Committee: Henna Viinikka, Herbert Johnston, Caroline Hetterschijt, Theophile Margellos, Ursula Schildt, Vivien Loxton, Pierre De Groot and Inge Mendieta
Retention Period:	
Data Subjects:	All staff, including externals.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Information only via insite.
Right to Block Data:	Data will be stored only on the x:drives for further analysis with other surveys to be carried out in the future.
Right to Erase Data:	Data will be stored only on the x:drives for further analysis with other surveys to be carried out in the future.
Legal Basis:	JCMISA has the full support of Staff Committee and Administration.
Legal Instrument:	
Recipients:	JCMISA members.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	SOCIAL
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2005-057 (ITFMD 07)
<u>Organisational Entity:</u>	ITFMD
<u>Processing Operations:</u>	"Contactos" - Access
<u>Purposes:</u>	Consulting of data to contact them –phoning, (e-)mailing and/ or faxing
<u>Categories of Data:</u>	Name – Title, Department – Activity of the company - Address – Phones & Faxes – e-mail & web
<u>Processor:</u>	Administrative support team (4 pax)
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Providers and private and public bodies with whom we work
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Spontaneously handled by the subjects or retrieved from the purchase data base of the Office.
<u>Right to Block Data:</u>	No time limits
<u>Right to Erase Data:</u>	No time limits
<u>Legal Basis:</u>	Decision No. PERS-AFFECT-02-177
<u>Legal Instrument:</u>	
<u>Recipients:</u>	FM Service
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	CONTACTS
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-065 (TMD 01)
<u>Organisational Entity:</u>	TMD
<u>Processing Operations:</u>	Intranet Decisions databases
<u>Purposes:</u>	The processing of data regarding decisions has the following objectives : <ul style="list-style-type: none">· Allow examiners to retrieve similar cases to those they are handling, in order to help them in their decisions and keep consistency.· Allow any person to retrieve cases according to legal criteria used, to the characteristics of the trade mark involved or, potentially, to the examiner adopting the decision.
<u>Categories of Data:</u>	Until recently, the identification of the Examiner was shown in the annexed decision only, but was not 'searchable'. After the latest revision of the Intranet search tool, key in of such data is allowed and, therefore, a search on decisions adopted by a particular examiner is potentially possible for newly keyed in decisions (not available at present).
<u>Processor:</u>	Production Service
<u>Retention Period:</u>	
<u>Data Subjects:</u>	All examiners adopting decisions in legal proceedings relating to trade marks.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	The examiners were requested to provide the necessary data for the creation of a database where they could lately search for the decisions already adopted. Therefore, from the moment the information was requested to them, the purpose of the database and the utility to their work was explained.
<u>Right to Block Data:</u>	Data is to be kept indefinitely as it forms the history of decisions of the Office.
<u>Right to Erase Data:</u>	Data is to be kept indefinitely as it forms the history of decisions of the Office.
<u>Legal Basis:</u>	Council Regulation (EC) No 40/94 of 20 December 1993 (CTMR) and Commission Regulation (EC) No 2868/95 of 13 December 1995 (CTMIR)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	All users of the Intranet of OHIM. Anybody connecting to OHIM Website.
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	CTM / DECISION
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2005-066 (TMD 02)
Organisational Entity:	TMD
Processing Operations:	Individual production objectives of the administrative support Task Force
Purposes:	<p>The processing of data regarding the files dealt with by interim staff have the following objectives:</p> <ul style="list-style-type: none"> · Evaluation of group and individual production of staff. · Providing comparative information regarding the production of staff. · Providing information for the evaluation of staff. · Providing information regarding the degree of synergy produced by the concentration of a reduced number of staff in a particular task. This information would be of use for any future organisation of work in the Department.
Categories of Data:	Identification of the staff name and information concerning the number of files processed on each task, together with the identification of the task.
Processor:	Data is provided by staff working in the Task Force. The processing of data is made by the Deputy Director of the Trade Mark Department and his support staff.
Retention Period:	
Data Subjects:	Staff working in the Task Force for administrative support of the Department.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Staff received a specific training for the tasks they had been allocated regarding the administrative support to the 'core services' of the Department. In the training they were shown how to do the different tasks and were informed on the number of files they should process for each task, every week. They were also informed that their output in the form of files processed per week would be registered. The relevant data is obtained from a declaration of each member of the Task Force on the number of files they have been through during the relevant week.
Right to Block Data:	See Description of the data processing
Right to Erase Data:	See Description of the data processing
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	
Recipients:	Coordinator of the Task force, who is the Controller of the present data process. The files are stored locally.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2004-0288
Notification Status:	ARCHIVED
Keywords Class:	STATISTICS / APPRAISAL
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2005-067 (TMD 03)
<u>Organisational Entity:</u>	TMD
<u>Processing Operations:</u>	File Allocation Follow up
<u>Purposes:</u>	The processing of data regarding the allocation of files has the following objectives: <ul style="list-style-type: none">· Presentation of the workflows internal to the Service.· Assessment of individual processing times and production in areas not covered by target.· Providing supplementary information regarding the work of the examiners.
<u>Categories of Data:</u>	Identification of the examiner (code or full name) and information regarding the number of files in a particular procedural situation (status) and language allocated to them.
<u>Processor:</u>	Data is available only to the Head of Service and Legal Advisor of the relevant Service and to the Head of Department.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	All TMD staff.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Head of Service regularly meet staff in their Service in order to share the information gathered in the present data process.
<u>Right to Block Data:</u>	See Description of the data processing
<u>Right to Erase Data:</u>	See Description of the data processing
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Management of the Service and Head of the Department.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2004-0289
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	STATISTICS / APPRAISAL / WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2005-068 (TMD 04)
Organisational Entity:	TMD
Processing Operations:	Follow up of individual production objectives
Purposes:	The processing of data from Euromarc and MPS for the purposes of the individual production objectives has the following objectives: <ul style="list-style-type: none"> · Evaluation of production of the Department and of the different Services · Evaluation of individual production and productivity. · Providing comparative information regarding the production of the examiners. · Error detection procedures regarding the information contained in Euromarc that serves for the constitution of a 'target point' according to the yearly fixation of objectives.
Categories of Data:	Identification of the examiner (code or full name) and all the information corresponding to the 'target points' as defined in the TMD yearly individual production objectives document (number of decisions in Absolute and Relative Grounds, decisions on cancellation, preparation of Office's draft pleading documents before CFI and ECJ and certain status transitions involving complex tasks).
Processor:	All examiners have access to the data. The data processing with the objective of providing the follow up of the individual production objectives is made by the Production Service of Trade Mark Department.
Retention Period:	
Data Subjects:	All TMD staff.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	All new examiners receive an introductory training and a training in the job on Euromarc and MPS. Consequently, they are aware of the information contained in the system and the possibilities of retrieving data. Furthermore, regarding the particular 'target points' retrieved in the present data processing procedure, the examiners are presented for each year with the individual production objectives they have to reach. The present data processing procedure simply develops the points contained in the production objectives in order that staff is aware of their own production and of their relative position regarding the rest of the colleagues.
Right to Block Data:	See Description of the data processing
Right to Erase Data:	See Description of the data processing
Legal Basis:	Staff Regulation, Articles 34, 43 and 45
Legal Instrument:	
Recipients:	All TMD examiners, Line Managers of the examiners and high Management of the Department.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2004-0290
Notification Status:	REGISTERED
Keywords Class:	STATISTICS / APPRAISAL
Compliance with R45/2001:	



<u>Notification Reference</u>	DPN-2005-069 (TMD 05)
<u>Organisational Entity:</u>	TMD
<u>Processing Operations:</u>	Interlocutory Revisions in MS Access
<u>Purposes:</u>	To have the control on all requests for interlocutory revisions in TMD and the answers sent to the Boards of Appeal.
<u>Categories of Data:</u>	The names of the TMD Examiners and Legal Advisors dealing with the file, together with the identification of the file, the decision and appeal numbers and the response to the Interlocutory Revision (granted / granted w. fee refund, not granted). Relevant dates regarding the main actions are also stored (reception of request, date of reply).
<u>Processor:</u>	Secretariat of Production Service.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	TMD Examiners of all categories.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	This database was created in the former Examination Division and exists since 1997. Its aim is to serve as a contact point between the examiners and the BoA. Therefore, all examiners were aware from its creation as it was their interface with the requests of the BoA.
<u>Right to Block Data:</u>	Updated everytime a new requests arrives. The existing data are never deleted.
<u>Right to Erase Data:</u>	Updated everytime a new requests arrives. The existing data are never deleted.
<u>Legal Basis:</u>	Articles 60 and 60a of the CTMR
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Any of the TMD Examiners and their Legal Advisors.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-070 (TMD 06)
<u>Organisational Entity:</u>	TMD
<u>Processing Operations:</u>	Proof of use and third party observations – Examination
<u>Purposes:</u>	To have full control of all the original mails which have been sent to TMD and of who requests to see them.
<u>Categories of Data:</u>	File number and identification of the partially scanned mail and the date of arrival to TMD archives. Detail of the contents of the non scanned evidence (leaflets, 3D objects, catalogues, etc.) Identification of the person having requested access to the mail, the date on which it was sent to him/her and the date on which it was returned.
<u>Processor:</u>	Secretariat of Production Service
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Any staff member of the OHIM.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	This database was created by the former Examination Division and exists since 1995.
<u>Right to Block Data:</u>	This database is updated every time a new mail arrives or a request is made. The data contained is not deleted.
<u>Right to Erase Data:</u>	This database is updated every time a new mail arrives or a request is made. The data contained is not deleted.
<u>Legal Basis:</u>	Articles 7.3 and Art. 41 of the CTMR
<u>Legal Instrument:</u>	
<u>Recipients:</u>	TMD Examiners, the Boards of Appeal and ATMDD (Inspection of Files) are the principal clients of this database.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2005-071 (TMD 07)
Organisational Entity:	TMD
Processing Operations:	Presentations databases
Purposes:	<p>The processing of data regarding decisions has the following objectives :</p> <ul style="list-style-type: none"> · Allow examiners to reuse existing presentations to create new. · Self Training resource for all TMD examiners
Categories of Data:	Usually presentations identify its creator. The database (the sorted list) does NOT contain any reference to personal data.
Processor:	TMD Production Service
Retention Period:	
Data Subjects:	All TMD staff having prepared a presentation that is made available to the rest of TMD Department.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	The examiners were requested to provide, at their choice, the presentations in order that they could be available to everybody at the Department for reusing in total or in part for future presentation needs. Therefore, from the moment the information was requested to them, the purpose of the database and the utility to their work was explained.
Right to Block Data:	No time limit
Right to Erase Data:	No time limit
Legal Basis:	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
Legal Instrument:	
Recipients:	All staff at TMD.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	WORK ASSIGNMENT
Compliance with R45/2001:	YES



Notification Reference	DPN-2005-072 (TMD 08)
Organisational Entity:	TMD
Processing Operations:	Service Snapshots
Purposes:	<p>The processing of data from Euromarc for the purposes of the Service's situation snapshots has the following objectives:</p> <ul style="list-style-type: none"> · Management and follow up of the CTMA throughout the proceedings (movements between status / workload in a particular status and language) · Management of the workload affecting the Service and the examiners of the Service for the purposes of reshuffling files between examiners or Services. The identification of bottlenecks, not only regarding workload but also languages is essential for a streamlined flow and for assuring similar processing times to all kind of files (independently of the language or the legal situation) · Follow up of the amount of files in critical situations (statuses) in order to organise quick task reallocations. · The use of such data processing is a key element for the efficient management of production and human resources inside the Services. · The information produced can also be used for preparing forecasts regarding the workload and workflows, in particular bearing in mind the linguistic and professional resources available in the Services.
Categories of Data:	Name and number of examiner, in relation with the amount of files in a particular Euromarc 'status' and for a particular language.
Processor:	Anyone having access to Euromarc. The processing of the relevant queries in Euromarc is made by the Head of Service or following his instructions.
Retention Period:	
Data Subjects:	Any examiner existing a such in Euromarc.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	<p>All new examiners receive an introductory training and a training in the job on Euromarc. Consequently, they are aware of the information contained in the system and the possibilities of retrieving data.</p> <p>Furthermore, as the main purpose of the tool is the tracking of workloads, the examiners have been presented with the data processing in the regular meetings where reallocation of files has been decided in order to balance the workload per language and situation of the case (legal status).</p>
Right to Block Data:	See Description of the data processing
Right to Erase Data:	See Description of the data processing
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	
Recipients:	Heads of Service, Head of Department.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2004-0298
Notification Status:	REGISTERED
Keywords Class:	STATISTICS / WORK ASSIGNMENT
Compliance with R45/2001:	YES



Notification Reference	DPN-2005-073 (TMD 09)
Organisational Entity:	TMD
Processing Operations:	Statistical Snapshots
Purposes:	<p>Le traitement des données est en effet assez vaste puisque les données obtenues avec Db-stat ou avec Business Objects servent principalement à :</p> <ul style="list-style-type: none"> · la gestion et suivie des marques (mouvements a travers les status et tâches) ; · gestion de la charge de travail affectée à chaque examinateur/service. Ca permet d'équilibrer la charge de travail entre les services et de distribuer la charge de travail selon la langue de procédure des dossiers. · quantité de marques/oppositions dans un certain nombre de status clé (général, par Service, etpar examinateur) ; · liste des dossiers dans un certain nombre de status clé, par examinateur, avec indication de la date d'arrivée au status afin de permettre un traitement chronologique des dossiers. · détection d'erreurs de manipulation; · L'utilisation de ces données est vitale pour la bonne gestion des services en matière de production et de ressources humaines. · C'est un outil de calcul très précis aussi pour pouvoir faire des prévisions en ce qui concerne l'activité des Services, du Département, voir de l'Office.
Categories of Data:	Le nom et le numéro de chaque examinateur, mis en relation avec le nombre de dossiers qui sont dans un 'status' particulier ou qui font une transition d'un ou vers un 'status' particulier
Processor:	Tout personne ayant accès à Euromarc ou à MPS. Le traitement des données est fait par le Production Service.
Retention Period:	
Data Subjects:	Tout examinateur avec accès à la base Euromarc ou MPS.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	<p>Puisque les options de query de Euromarc ont été toujours présentes dans la base, théoriquement quand chaque utilisateur commence à utiliser Euromarc il est aussi formé dans l'obtention de données à partir d'Euromarc.</p> <p>Pour les options de query de MPS, une présentation des outils sera faite a tout le personnel du Département une fois le développement soit terminée de façon préalable à sa mise en production. Les traitements reguliers faits sur ces données ont été créés à la demande des examinateurs ou de ses cadres directes pour la faciliter une gestion souple de la procédure.</p>
Right to Block Data:	No time limit
Right to Erase Data:	No time limit
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	
Recipients:	Les examinateurs, les chefs de Service, le Chef de Département.
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	2004-0299
Notification Status:	REGISTERED
Keywords Class:	STATISTICS / WORK ASSIGNMENT
Compliance with R45/2001:	



Notification Reference	DPN-2005-074 (TMD 10)
Organisational Entity:	TMD
Processing Operations:	Individual production objectives of the Task Force on Absolute Grounds.
Purposes:	<p>The processing of data regarding the files dealt with by the members of the Task Force on Absolute grounds have the following objectives:</p> <ul style="list-style-type: none"> · Evaluation of production of the Task Force. · Evaluation of individual production and productivity for the purposes of being integrated into the annual Career Development Assessment. · Providing comparative information regarding the production of the examiners. · Provide information regarding the decisions arising from the pre-screening task charged to the task force. · Provide information for follow up of the evolution of the workload in the area for which the Task Force is competent and in relation with the rest of the workflows of the Department. · Provide information regarding the degree of synergy produced by the concentration of a reduced number of examiners in a pre -screening task. This information would be of use for any future decision on the internal organisation of work at TMD.
Categories of Data:	Identification of the examiner (code or full name) and information concerning the number of files processed, the destination of the files and the additional tasks in which the examiner has worked.
Processor:	Data is provided by the examiners. The processing of data is made by the Deputy Director of the Trade Mark Department and his support staff.
Retention Period:	
Data Subjects:	TMD staff belonging to the Task Force on Absolute Grounds.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	The creation of the Task Force was made via a Call for Interest. The selected examiners were informed of their tasks, the organisation of the task force and the expected production. They were also informed of the data processing and given access to view the results of the data processing. The data is obtained from a declaration of the examiners on the number of files they have been through during the relevant week.
Right to Block Data:	Data is complete after the time unit for the objectives has elapsed (a year).
Right to Erase Data:	Data is complete after the time unit for the objectives has elapsed (a year).
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	
Recipients:	All TMD examiners, Line Managers of the examiners and high Management of the Department.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2004-0291
Notification Status:	REGISTERED
Keywords Class:	STATISTICS / APPRAISAL / WORK ASSIGNMENT
Compliance with R45/2001:	



<u>Notification Reference</u>	DPN-2005-075 (TMD 11)
<u>Organisational Entity:</u>	TMD
<u>Processing Operations:</u>	Follow up of individual production objectives inside a Service.
<u>Purposes:</u>	The processing of data has the following objectives: <ul style="list-style-type: none"> · Evaluation of production of the Service. · Evaluation of individual production and productivity. · Providing comparative information regarding the production of the examiners.
<u>Categories of Data:</u>	Identification of the examiner (code or full name) and all the information corresponding to the 'target points' as defined in the TMD yearly individual production objectives document (number of decisions in Absolute and Relative Grounds, decisions on cancellation, preparation of Office's draft pleading documents before CFI and ECJ and certain status transitions involving complex tasks).
<u>Processor:</u>	Data is available only to the Head of Service and Legal Advisor of the relevant Service and to the Head of Department.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	All TMD staff.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	All new examiners are requested by their Head of Service to provide the information for such processing.
<u>Right to Block Data:</u>	Data is complete after the time unit for the objectives has elapsed (a year). Nevertheless, it is not deleted as it forms part of the criteria used for the evaluation of the examiners of the Department.
<u>Right to Erase Data:</u>	Data is complete after the time unit for the objectives has elapsed (a year). Nevertheless, it is not deleted as it forms part of the criteria used for the evaluation of the examiners of the Department.
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Management of the Service and Head of the Department.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2004-0292
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	STATISTICS / APPRAISAL
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2005-076 (TMD 12)
Organisational Entity:	TMD
Processing Operations:	Language check management tool
Purposes:	The purpose of this processing is to allow a team of native speakers to check whether the denomination of the trade mark has any meaning in any of the 20 EU official languages and whether this meaning could be relevant for absolute grounds examination regarding the list of goods and services covered by the trade mark. This team has to write down for each of the 20 languages whether there are relevant remarks or not from their native tongue point of view. Examiners dealing with the examination of absolute grounds retrieve the remarks filed for each of the trade marks they are examining and integrate the results in the decision of whether to raise an objection to the registration of the mark or not.
Categories of Data:	<ul style="list-style-type: none"> · Number of the trade mark file · Denomination of the trade mark · Examiner name · Numbers of the classes in which the list of G&S are classified
Processor:	<p>Access to the data is granted to different categories of users. Administrator and Language Checkers can see the information and modify part of the data fields. In particular, the field containing the relevant language remarks regarding the sign of the trademark in relation with the G&S for which it is applied.</p> <p>The rest of TMD examiners have a READ access to the information stored in the database. They can query the database according to criteria such as number of the trade mark, denomination of the trade mark, all remarks in the 20 languages completed and examiner name.</p>
Retention Period:	
Data Subjects:	Examiners recognised as such by tools for processing trade mark files (currently Euromarc and the Madrid Protocol System).
Information to Data Subjects:	Yes
When and Data Subjects are informed:	The data process is currently going on with the help of Excel files. All examiners are informed on the working processes in the Department (training) and the need for the language check is explained, together with the information that is processed and the purposes of this process, namely to allow the examination on absolute grounds.
Right to Block Data:	See Description of the data processing
Right to Erase Data:	See Description of the data processing
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	
Recipients:	Examiners use this data process as a support for the examination of absolute grounds for refusal regarding trade mark files.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	WORK ASSIGNMENT
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2005-077 (TMD 13)
<u>Organisational Entity:</u>	TMD
<u>Processing Operations:</u>	Excel spreadsheet for the follow-up of complaints transmitted by the Customer Care Unit
<u>Purposes:</u>	The purpose of the excel sheet is to know how many complaints we receive in relation to files dealt with within TMD, to assure that they are dealt with within a specific limit of time, detect pending cases for which a reply has not been provided and to evaluate the number and different categories of complaints which are received.
<u>Categories of Data:</u>	Date in which the complaint is sent to TMD examiner & TMD examiner name Deadline for TMD examiner to give elements of response to the complaint If the examiner has replied or not and if a reminder has been sent
<u>Processor:</u>	The controller The controller's assistants (x5)
<u>Retention Period:</u>	
<u>Data Subjects:</u>	The examiners in the Trade Marks Department
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	In a meeting presenting the system on 3/12/2004 In an email sent by Production Service
<u>Right to Block Data:</u>	No time limit decided for the moment
<u>Right to Erase Data:</u>	No time limit decided for the moment
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	The controller and the controller's assistants (x5) (contact points from TMD)
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	COMPLAINT / CUSTOMER CARE
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2005-078 (TMD 14)
<u>Organisational Entity:</u>	TMD
<u>Processing Operations:</u>	Key user resources tracking tool
<u>Purposes:</u>	<ul style="list-style-type: none">· Allow TMD management to be aware of the time examiners have spent in the different projects in order to be taken into consideration as 'additional tasks' fulfilled besides the "target point" tasks that are directly related to the processing of files.· Allow examiners to follow up their dedication to the different projects for their own time & resources management.· Allow examiners to sum up the time dedicated to TMD projects in order to prepare their self assessment and justify the employ of their time outside the processing of files.· Allow the identification of the projects that have required more / less effort from TMD.· Allow TMD management to be aware of the use of TMD resources for projects where TMD is participating.· Allow TMD management to present to the management of the Office the degree of participation of the Department in projects having a general interest for the Office.
<u>Categories of Data:</u>	Data reflected in the process are the name of the examiner, the project in which he/she participates and the number of days (or day fractions) used in the relevant project activities.
<u>Processor:</u>	All TMD staff has access to the data.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Examiners of TMD
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Key users, when appointed for a particular project are informed of the data process and are required to participate to it by regularly providing the relevant data. Not willing to participate in the data process does not exclude an examiner for any project he/she wants to participate or has been appointed to participate by his / her line manager.
<u>Right to Block Data:</u>	Data is complete after the time unit for the objectives has elapsed (a year). Nevertheless, it is not deleted as it forms part of the criteria used for the evaluation of the examiners of the Department.
<u>Right to Erase Data:</u>	Data is complete after the time unit for the objectives has elapsed (a year). Nevertheless, it is not deleted as it forms part of the criteria used for the evaluation of the examiners of the Department.
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Examiners and Management at TMD. Also support services being responsible of the coordination of the projects.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	STATISTICS / APPRAISAL / WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2006-001
Organisational Entity:	QMD
Processing Operations:	Teleworking survey of March 2006
Purposes:	Operational prerequisite to the introduction of a Teleworking scheme at the Office, in particular TW3, TW4 & TW5. We need personal information on staff that would be interested in joining a teleworking scheme to ensure that it is organizationally and technically feasible. But also for the subsequent management of this scheme overtime.
Categories of Data:	Data will include data on: <ul style="list-style-type: none"> • Name & surname • Telephone extension at the Office • Statutory situation • Type of contract • Current working location (at the office or teleworking) • Interest in teleworking • Current job + suitability for telework • Type of interest in telework • Evaluation of the distance from OHIM the data subject would like to telework • Interest to be part of Pilot 4 or 5 • Compliance with selections criteria • Special needs except for health related needs • Current IP • Dates + status
Processor:	All the Management and their assistants, Telework Group Members and their assistants, ITFMD staff working on the Teleworking project or supporting project, IT staff performing maintenance activities on the system.
Retention Period:	
Data Subjects:	All the OAMI staff including <ul style="list-style-type: none"> - officials - temporary staff - externals
Information to Data Subjects:	Yes
When and Data Subjects are informed:	On data collection according to article 11: a paragraph has been included in the survey itself to inform the data subjects.
Right to Block Data:	Within one month if not required for operational purposes
Right to Erase Data:	Within one month if not required for operational purposes
Legal Basis:	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
Legal Instrument:	
Recipients:	All the Management and their assistants; Telework Group Members and their assistants; ITFMD, FD and HRD staff working on the Teleworking project or supporting project; any subcontracted companies on a need to known basis (Telecom, Health & Safety...)
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	ARCHIVED
Keywords Class:	TELEWORKING
Compliance with R45/2001:	YES



Notification Reference	DPN-2006-002
Organisational Entity:	QMD
Processing Operations:	ATMDD & TMD staff Language & Professional Profile Database
Purposes:	<p>The Management Committee of the Office decided that higher efficiency in core IP operations and job satisfactions would be created by reengineering workflows according to the Principle of One File One Examiners (see definition attached). It also realised that the current structure would not allow the implementation of the aforementioned principle and, consequently decided to suppress current ATMDD and TMD Departments to create two new Departments that will have the same competence over IP core operations.</p> <p>Staff in these Departments have to be allocated to the new Departments with the objective of reaching a balance of expertise between the new Departments. Furthermore, the Departments will work both work in English, French, German and Spanish but will specialise in the remaining EU Official languages.</p> <p>Therefore, there is the need of a data process with the following purposes:</p> <ul style="list-style-type: none"> • Redistribution of current employees of ATMDD and TMD to the two new operational departments. This process has to duly take into consideration the conditions on which the reorganisation has been decided. For this purpose, a database containing the relevant information for this process will be created. • As the new Department structure is created to facilitate the implementation of the One File One Examiner, it has also been considered the need to provide training to examiners in order that they can advance further in the tasks they currently do. The preparation of the training Plan needs to assess the current capabilities of examiners as regards the first "target" situation after the restructuring. The missing professional knowledge should be provided by the training Plan. Consequently, there is the need to know the current professional expertise of the involved staff. • The further development of the One File One Examiner principle requires that an assessment is made on which could be the more gradual less traumatic line of development. This also requires to compare some target ideal situation with the current capabilities of staff in order to foresee the broad lines of a medium / long term training & personal development plan. • The professional individual profiles derived from the present data process will also be used for the definition of HRD training policy with the aim of further developing professional competences towards the One File One Examiner principle.
Categories of Data:	Name & Surname Grade / Category Post Department/Service/Section Teleworker (yes/no) Tasks (see Annex II). Indication of the degree of expertise, as assessed by the Line Manager, in the particular fields of activity of the two Departments involved in the restructuring. Mother tongue Other language Skills
Processor:	QMD Project Team has access to the database for the purposes of update and query of the database. All Line Managers of the affected Departments (TMD and ATMDD) and representatives of Departments that have to provide support to the Reorganization (FD, ITFMD) have read access to the database.
Retention Period:	
Data Subjects:	All current statutory employees of ATMDD and TMD, excluding directors and Heads of Service.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	A communication including all the details of the present notification will be addressed to all staff of ATMDD and TMD. Staff will be given a period for having access to their data and requesting modifications, if necessary. Bearing in mind that the assessment of the tasks staff is capable of doing is made by their Line Manager, any change in this area will be discussed with them. Furthermore, as the indication regarding the language profile comes from the declarations made in the yearly appraisal, HRD will also be contacted in case an indication is to be corrected. All the information regarding the restructuring process (including the creation of staff profiles and the distribution rules) will be made publicly available in the network of the Office as soon as the documents reach a final release status.
Right to Block Data:	Database will be blocked before the redistribution process starts.
Right to Erase Data:	Database will be of further interest as a reference for designing training activities and the acquisition of new professional competencies of staff
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	



<u>Recipients:</u>	Working Group on Reorganization
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT / PROFILE / REORGANISATION
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2006-003
Organisational Entity:	HRD
Processing Operations:	Transfer of personal data of community staff to member states
Purposes:	<ul style="list-style-type: none"> – Contacting officials for administrative, electoral, military, cultural or social issues related to the country of origin; – Measuring the representation of a Member State's nationals and examining the geographical balance of officials in the European institutions; – Maintaining regular working relations of Member States and European institutions in the framework of the implementation of the Treaties.
Categories of Data:	Name, title, administrative attachment, administrative address, working place (city), internal telephone number, office number, email address. Nationality and possibly administrative status is transferred only to the Member State corresponding to the nationality of the officials concerned. Exception: officials occupying posts of higher responsibility and also appearing in publicly available databases.
Processor:	HRD
Retention Period:	
Data Subjects:	Officials and other agents, seconded national experts
Information to Data Subjects:	Yes
When and Data Subjects are informed:	An information note compliant with the conclusions of the DPOs Working Group on "Représentations Permanentes" will be sent to the staff. The draft of this note is attached to the notification.
Right to Block Data:	None
Right to Erase Data:	None
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	
Recipients:	Permanent Representations of the Member States to the EU, embassies of the Member States in the hosting countries and ministries of foreign or European affairs of Member States.
Transfer to Third Parties	NO
Security Measures:	NO
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	PERMANENT REPRESENTATIONS / MEMBER STATES
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2006-004
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	Transfer of personal data of Community Staff to Poland
<u>Purposes:</u>	Updating a database of Polish nationals employed by EU institutions and agencies.
<u>Categories of Data:</u>	Name, status, department of assignment.
<u>Processor:</u>	HRD
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Polish staff member (statutory and SNE)
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	See DPN-2006-003.
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	DPN-2006-003
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Permanent Representation of the Republic of Poland to the European Union
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	NO
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	ARCHIVED
<u>Keywords Class:</u>	PERMANENT REPRESENTATIONS / MEMBER STATES
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2006-006
<u>Organisational Entity:</u>	FD
<u>Processing Operations:</u>	ABC
<u>Categories of Data:</u>	Nom prénom n° de personnel, n° de poste de travail, grade, affectation département + service, répartition du temps de travail entre activités ABC.
<u>Processor:</u>	En tant qu'administrateurs: les membres de Planning et Control. ITFMD a également accès (pour réaliser des interventions sur les mécanismes de la base).
<u>Data Subjects:</u>	Membres du personnel de l'Office (tous statuts), membres du personnel de firmes travaillant à l'Office (y compris entreprises de travail temporaire)
<u>Information to Data Subjects:</u>	Yes
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	ACCOUNTING
<u>Compliance with R45/2001:</u>	NO



<u>Notification Reference</u>	DPN-2006-009
<u>Organisational Entity:</u>	SC
<u>Processing Operations:</u>	Survey "Paying shuttle service"
<u>Purposes:</u>	Put in place or not the service.
<u>Categories of Data:</u>	Interest for the service. If interested : name, kind of working link (contract) with th OHIM,
<u>Processor:</u>	Staff Committee members.
<u>Retention Period:</u>	If service not organized, erased in june 2006. Otherwise, depending on administrative needs of HRD and FD.
<u>Data Subjects:</u>	All staff including external and interim
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	E-mail sent on 23rd of May 2006. Further information will be sent to the data subjects in accordance with the DPO's recommendations.
<u>Right to Block Data:</u>	No time limit decided
<u>Right to Erase Data:</u>	No time limit decided
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Staff Committee ; later on, if service organized HRD and FD
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	NO
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	ARCHIVED
<u>Keywords Class:</u>	SURVEY / BUS SERVICE / SOCIAL
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2006-010
Organisational Entity:	HRD / OHIM
Processing Operations:	Management of absences of the Staff of the Office
Purposes:	<ul style="list-style-type: none"> - control of absences/presences; - management of individual rights related to holidays, sickness leaves, mission leaves, ...; - information of the agent; - day-to-day operations of the service, work organisation according to the availability of the staff, ensuring mutual awareness of absences of staff working in the same organizational entity; - inform external callers of unavailability of staff when explicitly required for professional purpose; - aggregated statistics.
Categories of Data:	<ul style="list-style-type: none"> - name; - surname; - type of absence (holidays, special leave, sickness leave, compensation, mission, strike, training, CCP, parental leave, maternity leave, secondment, attachment, ...); - starting date of the absence; - ending date of the absence; - duration of the absence (including "indefinite").
Processor:	HRD. Respective Heads of Departments, Heads of Services, Heads of Teams, Heads of Group, Heads of Sectors.
Retention Period:	For SAP-TM and Flexitime database: no time limit decided ; For local storage on shared drive: data is held for future absences. Data that refers to past absences is deleted within 1 month.
Data Subjects:	All staff working in OHIM.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	A communication has been published in Insite (see documents available).
Right to Block Data:	1 month
Right to Erase Data:	1 month
Legal Basis:	Articles 5(a) and 5(b) of Regulation 45/2001
Legal Instrument:	
Recipients:	HRD, Respective Head of Departments/Services/Teams/Groups/..., Switchboard and Information Centre of GAERD, ITFMD
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	ABSENCES
Compliance with R45/2001:	YES



Notification Reference	DPN-2006-011
Organisational Entity:	HRD
Processing Operations:	Internal selection of OHIM's middle managers (MM) UPDATED
Purposes:	Selection and appointment procedures of managers comprised in the official organisation chart of the Office.
Categories of Data:	<p>Full name, date of birth, gender, marital status, number of children, , address, nationality and mother tongue, telephone number, fax number, e-mail address, contact person in case of absence; data referring to availability (for interviews, for taking up service), type of education (type of diplomas and titles obtained, including name of training organization, periods), years of professional experience in the areas indicated (including names and addresses of previous employers, job descriptions of previous jobs), language knowledge and corresponding levels, level and area of IT-literacy; interests; references; photo; any other detail that the data subject declares on a voluntary basis.</p> <p>If the candidate is an internal staff member the following data may be indicated in addition: personnel number, status, jobtitle, department and eventual past assignments, internal telephone number, e-mail address, administrative address.</p> <p>Other data managed by the selection committee:</p> <ul style="list-style-type: none"> -Results of the tests or pre-tests undergone by the candidates -lists of the successful and non-successful candidates -minutes of the meetings of the selection committee and final report to the Management Committee and the AA or AECE.
Processor:	<ul style="list-style-type: none"> -Members of staff in Career and Development Sector of HRD in charge of internal mobility and recruitment of managers: applications and CVs, agenda for organisation of interviews. -Members of Selection Committee (internal members and external members, whenever relevant) and secretariat of Selection Committee: all data -Members of Management Committee of the Office: lists of suitable candidates for final selection.
Retention Period:	<p>The application, the CV and all the preparatory data (except the tests carried out) will be maintained 5 years in storage for dealing with eventual complaints, after the publication of the final list of successful candidates. Test results will be destroyed once the Selection Committee has taken note of the summary of the tests.</p> <p>The summary of the tests will be maintained 5 years after the publication of the final list of successful candidates.</p> <p>No time limits are considered for the documents related to the successful candidates as they are a part of the recruitment procedure and will remain in the recruitment folder until transfer to another institution, permanent leave or retirement.</p>
Data Subjects:	The applicants of the selection procedures
Information to Data Subjects:	Yes
When and Data Subjects are informed:	In the acknowledgement of receipt of the application sent by the Career and Development Sector
Right to Block Data:	On written request to the controller, the data subject shall have the right to obtain from the controller the blocking of data under the conditions laid down in the Regulation. Should an applicant request the blocking of his/her personal data needed for the course of the procedure, the Controller would immediately inform him/her about any eventual impact such request may have on the individual procedure.
Right to Erase Data:	On written request to the controller, the data subject shall have the right to obtain from the controller the erasure of the personal data used during the procedure under the conditions laid down in the Regulation. Should an applicant request the erasure of his/her personal data needed for the course of the procedure, the Controller would immediately inform him/her about any eventual impact such request may have on the individual procedure.
Legal Basis:	Articles 7(1), 29 (1)(a)(i) and (ii) and 29 (1)(b) of the Staff Regulation of the European Communities, Article 12 of Conditions for Employment of other servants of the European Communities, and Articles 5(a), 5(b), and 5(d) of Regulation 45/2001; and the Guidelines for mobility within the OHIM.
Legal Instrument:	
Recipients:	<ul style="list-style-type: none"> -Members of staff in Career and Development Sector of HRD in charge of internal mobility and recruitment of managers: applications and CVs, agenda for organisation of interviews. -Members of Selection Committee (internal members and external members, whenever relevant) and secretariat of Selection Committee: all data -Members of Management Committee of the Office: lists of suitable candidates for final selection.
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	EDPS-2008-435
Notification Status:	REGISTERED
Keywords Class:	MOBILITY



Compliance with R45/2001: YES



Notification Reference	DPN-2006-013
Organisational Entity:	SC / ITFMD
Processing Operations:	Office space survey
Purposes:	Evaluation of staff office space satisfaction in AC5. Enable the Office to have a better understanding of the importance of personal workspace to the individuals.
Categories of Data:	The survey form does not collect personal data. Nevertheless, it contains free text fields ("additional comments") where the data subjects may key-in information which could lead to their identification.
Processor:	Staff Committee (L. McGarry) / ITFMD (M. Villarroya)
Retention Period:	Data to be erased once report published.
Data Subjects:	All the staff in AC5
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Information is provided in accordance with article 11 of Regulation 45/2001 directly on the survey form, just before the "Submit Survey" button (see attached documents).
Right to Block Data:	N/A
Right to Erase Data:	Data to be erased once report published.
Legal Basis:	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
Legal Instrument:	
Recipients:	The Staff Committee, the Facilities Management Service of ITFMD, the Management Committee
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	ARCHIVED
Keywords Class:	SURVEY / OFFICE SPACE
Compliance with R45/2001:	YES



Notification Reference	DPN-2006-016
Organisational Entity:	TMCD / TMRD
Processing Operations:	EuroClass
Purposes:	<ul style="list-style-type: none"> . Creation of a user account on the EuroClass platform . Management of the user account (contact with the user to confirm registration, alert before the imminent automatic closure of the account if it is not used, or inform about the closure of the account) . Send information to the users when they have ticked the corresponding options in the registration form . Statistics
Categories of Data:	<p>Mandatory information for the creation of an user account on the EuroClass platform:</p> <ul style="list-style-type: none"> . Username . Password (hashed) . Email <p>Non mandatory information:</p> <ul style="list-style-type: none"> . Interest in receiving information on trade marks and designs . Country . Search criteria <p>See Registration form in annex.</p>
Processor:	ITFMD for user account maintenance purposes.
Retention Period:	User accounts are deleted after a period of inactivity, with prior notice to the user by email. This period is set to 12 months.
Data Subjects:	Any visitor of the EuroClass platform.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	A data protection statement is included in the "conditions of use" that must be accepted by the data subject to be registered (see annexes).
Right to Block Data:	No time limit decided
Right to Erase Data:	No time limit decided
Legal Basis:	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
Legal Instrument:	
Recipients:	TMRD, TMCD, GAERD, QMD for statistical purposes
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	E-BUSINESS
Compliance with R45/2001:	YES



Notification Reference	DPN-2006-017
Organisational Entity:	HRD
Processing Operations:	Stagiaires
Purposes:	<ul style="list-style-type: none"> . Procédure de sélection de stagiaires, 2 fois par an. . Gestion des dossiers individuels des stagiaires pendant l'exécution de leur contrat.
Categories of Data:	<ul style="list-style-type: none"> . Données figurant dans l'acte de candidature (voir annexe 1). Outre les données requises par l'acte de candidature, les candidats sont libres d'ajouter toute information qu'ils estiment nécessaire à l'appréciation de leur dossier (diplômes, attestation de travail, ...). . Contrat (voir annexes selon le type de décision appliquée). . Déclaration de confidentialité (annexe 2). . Données relatives aux horaires travail et demande de congés. . Certificats médicaux. Ces certificats sont transmis au Service Médical. Le traitement de ces données personnelles rentre dans le cadre de la notification faite au CEPD (Affaire 2005-0168).
Processor:	Les membres du bureau des stages au HRD.
Retention Period:	3 ans selon décisions administratives
Data Subjects:	Tout candidat visant à un contrat de stage
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Décisions administratives : <ul style="list-style-type: none"> . ADM-06-26 (antérieurement ADM-02-07) pour les stages rémunérés (annexe 3) Publié sur internet : oami.europa.eu/ . ADM-03-38 pour les stages non rémunérés (annexe 4) . ADM-05-63 stages pour les offices nationaux (annexe 5)
Right to Block Data:	No time limit decided
Right to Erase Data:	No time limit decided
Legal Basis:	Articles 5(b) and 5(d) of Regulation 45/2001
Legal Instrument:	
Recipients:	<ul style="list-style-type: none"> . Photos (papier) des candidats retenus transmises à la section protection pour les cartes d'accès. . Transmission de données vers SAP-HR dans le cadre de la gestion générale du personnel de l'Office . Données communiquées à l'assureur : Nom, prénom, sexe, durée du contrat
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	STAFF MANAGEMENT
Compliance with R45/2001:	



Notification Reference	DPN-2006-020
Organisational Entity:	GAERD
Processing Operations:	Silent monitoring of incoming calls at Switchboard and Information Centre level.
Purposes:	Switchboard: Quality control and improvement of services in compliance with the SLA concluded with external provider (Contractor, see annex 1). Information Centre: Quality control, improvement of services, staff appraisal.
Categories of Data:	Evaluation reports (see samples in annexes 2 and 3).
Processor:	Coordinator, Management of the Department, Coordinator of Contractor with regard to Switchboard evaluations.
Retention Period:	5 years with regard to Switchboard evaluations. 1 year with regard to Information Centre staff.
Data Subjects:	Staff dedicated to Switchboard by Contractor; Staff dedicated to Information Centre; Incoming callers.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Prior to the launching of a monitoring exercise, data subjects are sent an appropriate Data Protection Statement (see annex 4). External clients (incoming callers) are requested oral consent prior to monitoring. In accordance with the EDPS opinion, an information notice is published on OHIM's internet website for the attention of callers (see Annex 5).
Right to Block Data:	Immediate
Right to Erase Data:	Immediate as far as relevant during the retention period
Legal Basis:	Articles 5(a) [Information Centre, switchboard], and 5(d) [incoming callers] of Regulation 45/2001
Legal Instrument:	
Recipients:	Coordinator, Management of the Department, Coordinator of Contractor with regard to Switchboard evaluations.
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	2007-0128
Notification Status:	REGISTERED
Keywords Class:	E-MONITORING / APPRAISAL
Compliance with R45/2001:	YES



Notification Reference	DPN-2006-022
Organisational Entity:	TMCD / TMRD
Processing Operations:	TMRD and TMCD Production Statistics
Purposes:	<p>Manage the production of both departments in the framework of the implementation of the Council Regulation 40/94 of 20 December 1993 on the Community trade mark.</p> <p>Manage and balance the workload of the departments and their respective services.</p> <p>Analyse the production in order to raise eventual organisational issues.</p> <p>Identify individual training needs in order to comply with the production objectives set up by the Office.</p> <p>The individual statistics will also be used as objective input in the framework of the annual appraisal exercise of the respective staff.</p>
Categories of Data:	<ul style="list-style-type: none"> - Name - Period of reference (starting date, ending date) - Type or name of tasks - Number of task performed (change of status) - Number of letters produced
Processor:	<ul style="list-style-type: none"> - TMRD and TMCD directors and head of services - TMRD and TMCD Quality Officer - IT Production Service for eventual maintenance purposes
Retention Period:	No time limit for the statistical purpose ; 1 year for the appraisal purpose.
Data Subjects:	All the staff working in TMRD and TMCD, including Register, Mail Dispatch and Cancellation
Information to Data Subjects:	Yes
When and Data Subjects are informed:	A note has been prepared in coordination with the DPO and communicated to the data subjects.
Right to Block Data:	No time limit decided
Right to Erase Data:	No time limit for the statistical purpose ; 1 year for the appraisal purpose.
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	
Recipients:	Heads of Departments, the Heads of Service, the Legal Advisors and Technical Coordinator ; IT Production Service for eventual maintenance purposes
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	ARCHIVED
Keywords Class:	STATISTICS / APPRAISAL
Compliance with R45/2001:	



Notification Reference	DPN-2006-023
Organisational Entity:	HRD
Processing Operations:	GESTION ET CONSULTATION DES DOSSIERS PERSONNELS
Categories of Data:	<ul style="list-style-type: none"> • TOUTES PIÈCES RELATIVES À LA SITUATION ADMINISTRATIVE, FAMILIALE, DES FONCTIONNAIRES/AGENTS ET TOUS RAPPORTS CONCERNANTS SA COMPÉTENCE, SON RENDEMENT OU SON COMPORTEMENT, ASINI QUE TOUTES PIÈCES RELATIVES AUX EVENTUELS DOSSIERS DISCIPLINAIRES DES FONCTIONNAIRES/AGENTS. • LES OBSERVATIONS FORMULÉES PAR LE FONCTIONNAIRE À L'ÉGARD DESDITES PIÈCES. <p>EXEMPLE DE DOCUMENTS (LISTE NON EXHAUSTIVE): ACTES NAISSANCES FONCTIONNAIRE/AGENT ET ENFANTS A CHARGE, DIPLOMES, ATTESTATIONS DE TRAVAIL, CERTIFICAT DE BONNE VIE ET MOERS/CASIER JUDICIAIRE, ATTESTATION DE NATIONALITÉ, APTITUDE MÉDICALE, ACTE DE MARIAGE/SÉPARATION/DIVORCE, LETTRE D'OFFRE, CONTRAT D'ENGAGEMENT, ACTE NOMINATION, QUESTIONNAIRES ET FORMULAIRES DEMANDE REMBOURSEMENT FRAIS, RAPPORT DE STAGE, RAPPORTS DE NOTATION, DÉCISIONS DE PROMOTION, DÉCISIONS D'AFFECTATION, DÉCISIONS DE MISE À LA RETRAITE, INVALIDITÉ, ENQUÊTES ADMINISTRATIVES ET SANCTIONS DISCIPLINAIRES CONCERNANT LE FONCTIONNAIRE/AGENT, DÉCISIONS D'AFFECTATION, ATTESTATION DE FORMATION (À LA DEMANDE DU FONCTIONNAIRE), ETC.</p> <p>N.B. LE DOSSIER MÉDICAL DES FONCTIONNAIRES/AGENTS NE FAIT PAS L'OBJET DE CLASSEMENT DANS LE DOSSIER PERSONNEL.</p> <p>POUR LES EXPERTS NATIONAUX DÉTACHÉS (END) LES DOCUMENTS SE LIMITENT À : LETTRE D'OFFRE ET TOUTE CORRESPONDANCE LIÉE AU DÉTACHEMENT, CV, DIPLOMES, ATTESTATIONS DE TRAVAIL, ATTESTATION DE NATIONALITÉ, ATTESTATION DU DERNIER L'EMPLOYEUR, FORMULAIRE CONCERNANT LA COUVERTURE MÉDICALE, FICHE BANCAIRE, FORMULAIRES DEMANDE REMBOURSEMENT FRAIS, RAPPORTS DE NOTATION, PIÈCES JUSTIFICATIVES RELATIVES AUX PAIEMENTS MENSUELS.</p> <p>POUR LES CONSÉILLERS SPÉCIAUX LES DOCUMENTS SE LIMITENT À : NOTIFICATION À L'AUTORITÉE BUDGÉTAIRE, DESIGNATION CONSÉILLER SPÉCIAL, CV, FICHE ENTITÉ LEGALE, FICHE BANCAIRE, CONTRATS, ATTESTATIONS MENSUELLES POUR PAIEMENT D'HONORAIRES.</p>
Processor:	<ul style="list-style-type: none"> • LE DIRECTEUR DU DRH • LES GESTIONNAIRES/VÉRIFICATEURS DU DRH RESPONSABLES DU RECRUTEMENT ET DE LA GESTION ET VÉRIFICATION DES DROITS INDIVIDUELS DES FONCTIONNAIRES/AGENTS ET DES END DE L'OHMI. • LES FONCTIONNAIRES ET AGENTS PEUVENT CONSULTER LEURS PROPES DOSSIERS PERSONNELS. • LES ÉVALUATEURS/ÉVALUATRICES PEUVENT CONSULTER LES RAPPORTS DE NOTATION DE LEUR PERSONNEL OU D'UN ÉVENTUEL FUTUR PERSONNEL. • L'EVENTUEL FUTUR MANAGER PEUT CONSULTER LA PARTIE RELATIVE À LA FORMATION ET EXPERIENCE PROFESSIONNELLE ET AUX SANCTIONS DISCIPLINAIRES. • LA COUR DE JUSTICE DES COMMUNAUTÉS EN CAS DE RECOURS CONCERNANT LE FONCTIONNAIRE/AGENT. • LA COUR DES COMPTES LORS DES CONTRÔLES. • LE FINANCIAL OFFICER POUR VÉRIFICATION DANS LE CADRE DE LA DÉPENSE FINANCIÈRE ET SUITE A UNE DÉCISION ADMINISTRATIVE CONCERNANT LE FONCTIONNAIRE/AGENT. • LE SECTEUR DES AFFAIRES LÉGALES ET INSTITUTIONNELLES EN CAS DE CONSULTATION JURIDIQUE OU RÉCLAMATION. <p>N.B. : DANS LE CADRE D'UNE POSSIBLE FUTURE DÉCENTRALISATION, LES PIÈCES JUSTIFICATIVES CONCERNANT LA FIXATION DES DROITS INDIVIDUELS ET FINANCIERS DU PERSONNEL SERONT TRANSMISES AU PERSONNEL GESTIONNAIRE CONCERNÉ DE L'OFFICE GESTION ET LIQUIDATION DES DROITS INDIVIDUELS DE BRUXELLES (PMO).</p> <p>ACTUELLEMENT, NOUS TRANSMETTONS À L'OFFICE EN QUESTION LES INFORMATIONS CONCERNANTS LES DROITS SOUSMENTIONNÉS AFIN QU'ELLES APPARAÏSSENT SUR LA FICHE DE SALAIRE DE NOTRE PERSONNEL. LE CALCUL ET LA MISE EN ŒUVRE DE LA FICHE DE SALAIRE EST DÉJÀ PRISE EN CHARGE PAR PMO.</p> <p>LES DOSSIERS PERSONNELS NE PEUVENT ÊTRE CONSULTÉS QUE DANS LES LOCAUX DE L'ADMINISTRATION.</p> <p>CHAQUE CONSULTATION DU DOSSIER PERSONNEL PAR L'AGENT, PAR UN LINE MANAGER, PAR LE MEMBRE CONCERNÉ DU SECTEUR DES AFFAIRES LÉGALES ET</p>



	INSTITUTIONNELLES FAIT L'OBJET D'UNE TRACE PRÉCISE DANS UNE FICHE (VOIR MODÈLE EN ANNEXE).
<u>Data Subjects:</u>	TOUT FONCTIONNAIRE ET AGENT STATUTAIRE, AINSI QUE LES EXPERTS NATIONAUX DÉTACHÉS (END).
<u>Information to Data Subjects:</u>	Yes
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	PERSONAL FILE
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2006-028
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Disclosure of OHIM diaries
<u>Purposes:</u>	Control diary distribution (one diary per person).
<u>Categories of Data:</u>	First name, last name, signature.
<u>Processor:</u>	All the staff.
<u>Retention Period:</u>	6 months
<u>Data Subjects:</u>	All staff working in OHIM (internal + external).
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	The list of OHIM staff contains a data protection statement.
<u>Right to Block Data:</u>	Not applicable
<u>Right to Erase Data:</u>	6 months
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Library
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	NO
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	PUBLICATION / DIARIES
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2007-001
Organisational Entity:	HRD
Processing Operations:	Certification Procedure
Purposes:	The selection of the officials authorised to take part in the compulsory training programme for the certification procedure.
Categories of Data:	<p>Data of a personal nature allowing the identification of the official:</p> <ul style="list-style-type: none"> - full name, - staff number - grade, seniority in grade, seniority in grade AST5 or above <p>Information provided by the official allowing the practical organisation of the selection procedure:</p> <ul style="list-style-type: none"> - administrative address and telephone number, - priority area chosen for the certification procedure, - present organisational assignment: department, service, sector, jobtitle and duties and functions undertaken, seniority in job (eventually), any other details the applicant wishes to insert, - previous job assignments or employments: employer, place of employment, periods, job title and duties and functions undertaken, any other details the applicant wishes to insert - language competencies (capacity to work in FR or EN), - training undertaken of academic or professional character: title of diploma or training, level when relevant, name of training organisation, training periods, relationship with priority area chosen. - Preference for Brussels or Luxembourg as a training site; - Content of the annexes the applicant joins to the application form providing justification for the abovementioned data. <p>Data included in the three last appraisal reports (copied from the personal folder of each applicant, if not provided by applicant), in particular:</p> <ul style="list-style-type: none"> - The comments of the reporting officer on performance, competencies and conduct in the service and general comments where relevant. - The overall assessment awarded - The justification of the reporting officer for checking the box F.3 (potential)
Processor:	The members of staff in Human Resources Department / Career and Development Sector - dealing with the certification procedure and the IT business support of the HRD will process and treat the data.
Retention Period:	1 year after the end of the certification procedure (total closure of the exercise)
Data Subjects:	The officials in function group AST of grade 5 and higher who apply for certification.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	At the launching of the certification procedure each year.
Right to Block Data:	Immediate.
Right to Erase Data:	Immediate.
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	Article 45a of the Staff Regulations, Decision ADM-06-15.
Recipients:	<p>HRD, Management Committee, Joint Evaluation and Promotion Committee , OHIM Staff</p> <p>Data corresponding to all applicants will be disclosed to:</p> <ul style="list-style-type: none"> - the members of Human Resources Department in charge of the certification procedure for organisational purposes (formal and admissibility check, setting up of lists and files, publication and sending out of notifications...) and the IT business support of the HRD for IT reasons. <p>Data corresponding to admissible candidates will be disclosed to:</p> <ul style="list-style-type: none"> - the members of the Management Committee for selection purposes <p>Data included in published lists (available to all OHIM staff):</p> <ul style="list-style-type: none"> - list of admissible candidates: full name of official - draft list of officials authorised to take part in the training programme: full name of official - final list of officials authorised to take part in the training programme: full name of official <p>Data corresponding to the appeal files (of candidates who are not on the draft list of officials authorised to take part in the training programme and who have introduced an appeal) will be disclosed to:</p> <ul style="list-style-type: none"> - the members of the Joint Evaluation and Promotion Committee for the examination of appeals, and its secretariat <p>Right of access and verification: applicants to the certification exercise may send a written request to HRD-Career and Development for obtaining an abstract of their personal data as</p>



	registered for the certification.
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2007-0138
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SELECTION / CERTIFICATION
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2007-002
<u>Organisational Entity:</u>	TMCD / TMRD
<u>Processing Operations:</u>	Quality Management System - Quality Checks
<u>Purposes:</u>	<p>The processing operations consist of checking quality of decisions made by examiners in the examination of classification, absolute grounds and in the opposition proceedings. A random sample of 102 CTMAs and 16 opposition files will be generated on a weekly basis. This list and data will then be used to access the file and evaluate the quality of the decision and examination.</p> <p>The global error rates for the examination process and opposition decisions will then be calculated.</p> <p>The main aim of this activity is to monitor the global quality of the outputs of the Office in relation to the Office's service standards.</p> <p>However, evaluation of individuals is not the aim of quality checks. Examiners will be informed by the persons performing the check about the errors found to prevent repetition of errors.</p>
<u>Categories of Data:</u>	<p>Indirect Personal Data pointing to quality of individual's work. Data from the production database will be extracted on a weekly basis. The data will contain basic information about all the trade mark applications and opposition files which were finalized in the given week, such as file number, CTM name, date of entering final status, etc. CTM number, CTM name and OPPO number can be used to identify the examiner.</p> <p>This indirect identification of the data subject can lead to processing of personal data.</p>
<u>Processor:</u>	Directors of TMCD and TMRD, Legal Advisors and 1 Senior Examiner, Classification Experts, Heads of Services, Quality Officers, Quality Check tool Administrator.
<u>Retention Period:</u>	<p>CTM number, CTM name and OPPO number will be kept for a period of 6 months in the MS Access Database – Quality Check Tool. After this period the data will be deleted from the system.</p> <p>For storage: 15 months</p>
<u>Data Subjects:</u>	Examiners (of CTMA or opposition files)
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Examiners will be informed about the way quality is going to be assessed, how the data is going to be used and where it is going to be stored. This information will be communicated by Heads of Services as well as by Directors in the form of an official communication.
<u>Right to Block Data:</u>	Not applicable once data subjects are not identifiable anymore beyond the retention period.
<u>Right to Erase Data:</u>	Yes, 6 months.
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Directors of TMRD and TMCD, Heads of Services of TMRS and TMCD, Head of QMD Service 1 and QMS Project Team.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	MERGED
<u>Keywords Class:</u>	CTM / QUALITY MANAGEMENT
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2007-003
<u>Organisational Entity:</u>	QMD
<u>Processing Operations:</u>	QMD Photos
<u>Purposes:</u>	Team social gathering.
<u>Categories of Data:</u>	Picture.
<u>Processor:</u>	QMD staff.
<u>Retention Period:</u>	1 year
<u>Data Subjects:</u>	QMD Staff
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	They let the pictures to be taken, and they were sent an e-mail that the pictures are in the folder.
<u>Right to Block Data:</u>	N/A
<u>Right to Erase Data:</u>	Immediate
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	QMD full team
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SOCIAL / TEAM BUILDING
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2007-004
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Business cards and compliment cards
<u>Purposes:</u>	Production of individual professional business/compliment cards.
<u>Categories of Data:</u>	First name, last name, department, service, function, phone, mobile, fax and email.
<u>Processor:</u>	Members of Gaerd's RUWP team in charge of the business/compliment cards, and external provider.
<u>Retention Period:</u>	5 years (article 38§4 of OHIM Financial Regulation)
<u>Data Subjects:</u>	All staff working in OHIM (internal + external).
<u>Information to Data Subjects:</u>	NO
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	N/A
<u>Right to Erase Data:</u>	5 years (article 38§4 of OHIM Financial Regulation)
<u>Legal Basis:</u>	Articles 5(a) and 5(d) of Regulation 45/2001
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Members of Gaerd's RUWP team in charge of the business/compliment cards, external provider, the data subject, financial actors in the validation of the order form.
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	PUBLICATION / COMMUNICATION TOOLS / BUSINESS CARDS
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2007-005
Organisational Entity:	IAS
Processing Operations:	Internal Audits
Purposes:	To audit Office systems and procedures/processes for the purpose of issuing Audit Reports containing findings and recommendations and action plans/ to give assurances to the management, the Budget Committee and the European Court of Auditors that the Office is complying with the appropriate Official rules and Regulations etc and discharging its duties in the proper manner.
Categories of Data:	Potentially all data in the Office – paper and electronic records, databases, recording interviews with staff at all levels of the organisation.
Processor:	The Internal Audit team, Administrators and QMD Secretary.
Retention Period:	Retention policy (5 years)
Data Subjects:	Potentially all staff within the Office (including any external staff* contracted to work in the Office)
Information to Data Subjects:	Yes
When and Data Subjects are informed:	For each Audit an Audit Notification is sent to the area or service being audited and which describes the scope and objectives of the audit. It is however not always possible to anticipate in advance everyone that will be contacted or interviewed during the course of an audit.
Right to Block Data:	Yes
Right to Erase Data:	Yes
Legal Basis:	Articles 5(a) and 5(d) of Regulation 45/2001
Legal Instrument:	CTMR Article 136, Financial Regulation of the Office Articles 71-73 and Financial Regulation IR Articles 71-73
Recipients:	Internal Audit, Management Cttee, Court of Auditors, Chairmen Administrative Board and Budget Cttee and staff/auditees.
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	AUDIT
Compliance with R45/2001:	YES



Notification Reference	DPN-2007-006
Organisational Entity:	DPO
Processing Operations:	OHIM's Data Protection Register
Purposes:	Proper implementation of Regulation 45/2001.
Categories of Data:	Name and address of controllers.
Processor:	DPO, EDPS.
Retention Period:	Personal data are erased once the notification is archived, this is to say when the corresponding processing operations are not in force anymore.
Data Subjects:	Controllers as defined by article 2(d) of Regulation 45/2001
Information to Data Subjects:	Yes
When and Data Subjects are informed:	In the framework of the setting up of OHIM's Data Protection Register Inspection and Publication Policy, the notification form used to collect data related to processing operations of personal data from controllers, contains a data protection statement informing the data subject (the controller) in accordance with article 11 of Regulation 45/2001. Moreover, an additional data protection statement is attached to the DPO's opinion issued after careful analysis of the notification for the attention of the controller.
Right to Block Data:	Immediate
Right to Erase Data:	Immediate
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	
Recipients:	DPO, EDPS
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	DATA PROTECTION REGISTER
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2007-007
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	Legal consultancy for private matters of our staff
<u>Purposes:</u>	Organise the weekly 4 hours service (30 min' per consultation).
<u>Categories of Data:</u>	Name, time of the appointment (occasionally the issue of the consultation).
<u>Processor:</u>	Social Policy Secretariat + Provider of the activity (contractor).
<u>Retention Period:</u>	After the consultation every week, the agenda is deleted.
<u>Data Subjects:</u>	Statutory staff (and family) of the office.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	When the data subject requests the appointment.
<u>Right to Block Data:</u>	Immediate
<u>Right to Erase Data:</u>	Immediate
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Provider of the activity (contractor)
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SOCIAL
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2007-008
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	Activities during school holidays: farm school, teens' camp
<u>Purposes:</u>	Organization of activities during school holidays in the framework of OHIM's social policy.
<u>Categories of Data:</u>	Staff member's personal number Name and phone numbers (office + private) of the staff member Name and birth date of children participating in the activity Dates of participation of the children to the activities The Social Service does not collect medical data. These are to be sent immediately to the provider entrusted with the activity.
<u>Processor:</u>	Social Policy Secretariat
<u>Retention Period:</u>	Inscriptions are kept for no longer than 1 year. Since these activities are recurring, the list of children and parents is continuously kept up to date. Data is deleted when the staff members leaves the Office, when the child is not enrolled anymore or gets too old.
<u>Data Subjects:</u>	Parents and kids
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Staff members are informed at the moment of the inscription by mean of a specific data protection statement disclosed with all relevant information concerning outdoors activities during school holidays. Parents are informed that the provider (farm) collecting medical data is bound by the Spanish law as concerns data protection.
<u>Right to Block Data:</u>	Immediate
<u>Right to Erase Data:</u>	Immediate
<u>Legal Basis:</u>	Articles 5(a) and 5(d) of Regulation 45/2001
<u>Legal Instrument:</u>	
<u>Recipients:</u>	HRD's Individual Rights Sector (for payment through the salary slip) The provider (farm school) Security guards (in order to contact directly the parents in case of late/early arrival of the bus)
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SOCIAL
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2007-009
Organisational Entity:	HRD
Processing Operations:	Social activities: Special offers
Purposes:	To inform about special offers and discounts to staff.
Categories of Data:	Contact details of the companies offering discounts.
Processor:	All staff of the Office.
Retention Period:	As long as the offer remains valid (at least 1 year)
Data Subjects:	Companies who wish to publish a special offer
Information to Data Subjects:	Yes
When and Data Subjects are informed:	After receiving the offer, we send an information note on the conditions for publication. It contains all data required to the company and informs about the means of publication.
Right to Block Data:	Immediate
Right to Erase Data:	Immediate
Legal Basis:	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
Legal Instrument:	
Recipients:	OHIM Staff and authorized persons to enter OHIM's premises
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	SOCIAL
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2007-010
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Quality control of linguistic team
<u>Purposes:</u>	a) Overall quality control of the work performed by the linguistic team; b) Evaluation of individuals.
<u>Categories of Data:</u>	Name of evaluated staff members; Name and language knowledge of evaluators; Quality evaluation of work done by the linguists.
<u>Processor:</u>	Linguistic Team Coordinator.
<u>Retention Period:</u>	3 years, in order to be able to evaluate the development of the quality of each linguist compared to past evaluation periods.
<u>Data Subjects:</u>	The members of Linguistic Team who do translation and revision work. Linguistic evaluators.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	They are aware of all the details the evaluation process and of the names of their evaluators. They get a copy of the result. The evaluation form contains a data protection statement.
<u>Right to Block Data:</u>	Immediate
<u>Right to Erase Data:</u>	Immediate
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Linguistic Team Coordinator.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2007-0475
<u>Notification Status:</u>	ARCHIVED
<u>Keywords Class:</u>	STATISTICS / APPRAISAL / WORK ASSIGNMENT / QUALITY
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2007-011
Organisational Entity:	GAERD
Processing Operations:	Table "SYCOPAT"
Purposes:	<p>a) Control of fulfilment of deadlines;</p> <p>b) Statistics on incoming workload in total, on workload per type of work, per requesting per department, per languages, per linguist, on dates and fulfilment of deadlines at the end of the year – data which are needed for controlling, planning and organising the sector;</p> <p>c) Eventually, the statistics may be used as an objective input in the annual appraisal exercise (but is definitely not the only one!).</p>
Categories of Data:	(Type of) production data.
Processor:	Linguistic Team, Coordinator, Director of Dept and IT people
Retention Period:	3 years
Data Subjects:	The members of Linguistic Team who do translation and revision work.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	The content of the table is discussed with all the concerned colleagues in regular team meetings. They all have awareness of its existence and purposes. The personal data are rectified or erased without delay in accordance with the outcome of the linguistic team meetings where this table is discussed.
Right to Block Data:	Immediate
Right to Erase Data:	Immediate
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	
Recipients:	Linguistic Team, Coordinator, Director of Dept.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	STATISTICS / APPRAISAL / WORK ASSIGNMENT / QUALITY
Compliance with R45/2001:	YES



Notification Reference	DPN-2007-012
Organisational Entity:	GAERD
Processing Operations:	Translation and revision requests
Purposes:	Process translation and/or revision of documents.
Categories of Data:	. Name of the requestor . Name of the coordinator in department (= requestor) . Name of the coordinator of the linguistic team . Author of the document to be translated and/or revised . any personal data eventually contained in the document submitted for translation and/or revision
Processor:	. Linguistic Team, Coordinator, Director of Dept . Translation Centre of the Bodies of the European Union
Retention Period:	Requests are stored for an indefinite period. Translations and revisions done in the past, and of the discussion in this regard, may be reused in the future for terminology purposes or for similar translations/revisions.
Data Subjects:	Requestor, coordinator in department (generally the requestor), coordinator of the linguistic team, author of the document to be translated/revise, any data subject identified or identifiable in the document to be translated/revise.
Information to Data Subjects:	NO
When and Data Subjects are informed:	Translation and revision procedures are explained on the GAERD's Linguistic Team minisite on Intranet. Nevertheless, data protection issues are not addressed according to articles 11 or 12 of Regulation 45/2001.
Right to Block Data:	Immediate
Right to Erase Data:	Immediate
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	
Recipients:	Requestor of the translation/revision.
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	TRANSLATION
Compliance with R45/2001:	YES



Notification Reference	DPN-2007-014
Organisational Entity:	HRD
Processing Operations:	Social Assistance
Purposes:	<p>The main aim of this service is to assist in reconciling professional and private life. The basic concept is to secure the most favorable personal conditions for each individual in order to develop their utmost potential.</p> <p>Consultations may be made on matters relating to:</p> <ul style="list-style-type: none"> • Family • Money • Psychological issues • Administrative issues • Adjusting to the environment and cultural issues • Health • Conflict management • Relationships • Miscellaneous <p>The Social Worker carries out individual and collective activities in prevention, assistance and, where the need arises, social accompaniment.</p> <p>It is important to clarify that this is a consultation and assessment service on both professional (communication, stress, conflicts, burn-out, etc.) and personal matters (adaptation, specific problems, etc.).</p> <p>It also provides information on the various resources of both the Social Services of Alicante and the Institutions.</p>
Categories of Data:	Name of the agent (not always provided and not compulsory) and description of social consultation submitted to the Social Worker.
Processor:	Only the Social Worker has access to the data. The Social Worker works alone without any administrative support.
Retention Period:	5 years maximum (emails)
Data Subjects:	Any person working for the Office (statutory or not). Related persons of family of statutory staff members.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Whenever a data subject consults the Social Worker, he/she is informed about the confidentiality of the consultation and about the code of deontology followed by the Social Worker (www.ifsw.org).
Right to Block Data:	Immediate
Right to Erase Data:	Immediate
Legal Basis:	Articles 5(d) and 5(e) of Regulation 45/2001
Legal Instrument:	
Recipients:	Any related family member, or any professional (doctor, psychologist, lawyer, ...) directly linked with the case, only where strictly necessary and always with the prior unambiguous consent of the data subject.
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	2007-0171
Notification Status:	REGISTERED
Keywords Class:	SOCIAL
Compliance with R45/2001:	YES



Notification Reference	DPN-2007-015
Organisational Entity:	HRD
Processing Operations:	Social Financial Aids
Purposes:	Take decision whether to grant financial support.
Categories of Data:	Personal number, name of the agent, type and justification of financial aid, amount.
Processor:	In the case of aid for disabled (Decision ADM-05-38), an ad hoc committee consisting of the Office's medical officer, the social worker and the administrator responsible for the case concerned, and, where appropriate, two experts appointed by the President of the Office according to the nature of the disability, is consulted to take the decision. In all other cases, only the Social Worker has access to the data.
Retention Period:	5 years (article 38§6 of OHIM Financial Regulation)
Data Subjects:	Only statutory staff members and their related family.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	The data subjects are informed when filling in the application for financial aid.
Right to Block Data:	Immediate
Right to Erase Data:	Immediate
Legal Basis:	Articles 5(a) and 5(d) of Regulation 45/2001
Legal Instrument:	Articles 76 and 76bis of Staff Regulation or other OHIM administrative decisions.
Recipients:	Only financial actors receive the personal data needed to proceed with the financial commitment and payment. These recipients do not receive information concerning the justification of the financial aid.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2007-0172
Notification Status:	REGISTERED
Keywords Class:	SOCIAL
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2007-016
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	OHIM Award Prize
<u>Purposes:</u>	
<u>Categories of Data:</u>	
<u>Processor:</u>	
<u>Retention Period:</u>	
<u>Data Subjects:</u>	
<u>Information to Data Subjects:</u>	
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	
<u>Legal Instrument:</u>	
<u>Recipients:</u>	
<u>Transfer to Third Parties</u>	
<u>Security Measures:</u>	
<u>EDPS Reference:</u>	2007-0155
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2007-017
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	TADCOR Minisite
<u>Purposes:</u>	
<u>Categories of Data:</u>	
<u>Processor:</u>	
<u>Retention Period:</u>	
<u>Data Subjects:</u>	
<u>Information to Data Subjects:</u>	
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	
<u>Legal Instrument:</u>	
<u>Recipients:</u>	
<u>Transfer to Third Parties</u>	
<u>Security Measures:</u>	
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2007-018
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	CTM and Design Courts Judges' Seminars organisation (IP Academy)
<u>Purposes:</u>	
<u>Categories of Data:</u>	
<u>Processor:</u>	
<u>Retention Period:</u>	
<u>Data Subjects:</u>	
<u>Information to Data Subjects:</u>	
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	
<u>Legal Instrument:</u>	
<u>Recipients:</u>	
<u>Transfer to Third Parties</u>	
<u>Security Measures:</u>	
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2007-019
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	T4T site
<u>Purposes:</u>	
<u>Categories of Data:</u>	
<u>Processor:</u>	
<u>Retention Period:</u>	
<u>Data Subjects:</u>	
<u>Information to Data Subjects:</u>	
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	
<u>Legal Instrument:</u>	
<u>Recipients:</u>	
<u>Transfer to Third Parties</u>	
<u>Security Measures:</u>	
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	
<u>Compliance with R45/2001:</u>	N/A



Notification Reference	DPN-2007-020
Organisational Entity:	GAERD
Processing Operations:	Administrative Archiving Procedure - ARCAD
Purposes:	Such documents are no longer needed for everyday use but access needs to be maintained on a longer-term basis.
Categories of Data:	Name of User; Service
Processor:	Staff of Archives
Retention Period:	By default the ARCAD systems proposes a limit of 6 years, but that can be renewed by the Servicer owner or they can take the decision and request the destruction of the box.
Data Subjects:	OHIM Staff Members who have been designated by their Department or Service
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Information Note 328/00 – Implementation of the Administrative archiving procedure using the ARCAD System (Available electronically in the Doc.Centre Website)
Right to Block Data:	Immediate upon request.
Right to Erase Data:	Immediate upon request.
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	Information note 328/00 dated 31/10/2000
Recipients:	The data are not disclosed outside GAERD's documentation centre in charge of the implementation of the archiving procedure.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	ARCHIVE
Compliance with R45/2001:	



<u>Notification Reference</u>	DPN-2007-021
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Loaning of Books
<u>Purposes:</u>	Manage the asset of the library and control the circulation of books.
<u>Categories of Data:</u>	Personnel N°; Name; Language; Department, Office N°; Phone N°; E-Mail; Length of Contract, references of loaned books, number of loaned books, date of loans, due dates.
<u>Processor:</u>	Those who work in the Documentation Centre - mainly staff of Library and Documentation units.
<u>Retention Period:</u>	Until termination of Contract with the Office
<u>Data Subjects:</u>	OHIM Staff Members
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Once the subject in question borrows a book from the Library for the first time he/she is informed as we have to print out a form for him/her to sign giving their agreement that he/she is responsible for the book on loan to him/her. Their personnel details are at the top of this form (ID N°; Name; Dep. /Service; Office). In addition, we inform the user that he/she can consult all their personal data and books they have borrowed via DocuMarc. We inform them of their username& password.
<u>Right to Block Data:</u>	Immediate upon request.
<u>Right to Erase Data:</u>	Immediate upon request.
<u>Legal Basis:</u>	Article 5(c) of Regulation 45/2001 (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	The data are not disclosed outside the Documentation Centre.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	LIBRARY
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2007-022
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Loaning of original documents + 3 dimensional objects related to CTM & RCD applications from the Archives
<u>Purposes:</u>	Manage the asset of the documentation centre and control the circulation of original documents + 3 dimensional objects related to CTM & RCD applications.
<u>Categories of Data:</u>	Name; Department/Service; Office N ^o , references of items borrowed, dates of loans, due dates.
<u>Processor:</u>	Staff of Archives
<u>Retention Period:</u>	
<u>Data Subjects:</u>	OHIM Staff member who work with the CTM or RCD file applications
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	In the Staff Notice N ^o 322/00
<u>Right to Block Data:</u>	Immediate upon request.
<u>Right to Erase Data:</u>	Immediate upon request.
<u>Legal Basis:</u>	Article 5(c) of Regulation 45/2001 (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	The data are not disclosed outside the Documentation Centre.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	LIBRARY
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2007-023
Organisational Entity:	DD
Processing Operations:	Quality control of the RCD bulletin
Purposes:	<p>The purpose of the processing is:</p> <ul style="list-style-type: none"> - to monitor the quality of the publications on the bulletin and in detail the general error rate; - to monitor the error rate per examiner and to carry out actions to correct error's causes; - to improve the quality standards.
Categories of Data:	<ul style="list-style-type: none"> - examiner's username - number of designs assigned - number of designs checked - number of errors founded of the examiner - rate (%) of designs checked - rate (%) of error of the examiner - average of designs checked - average of error per examiner
Processor:	Director, Assistant to Director, Quality and risks Officer, Inspection Clerk, Examination coordinator, Chief designs examiners, all individual design examiners only with his personal references and the average of all references.
Retention Period:	
Data Subjects:	all designs examiners
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Since the beginning of the revision of the quality check of the bulletin, January 2007, they were informed in a Examiners meeting about the changes in the procedure. Every three month they are informed after release of the table, via Quality Officer and/or Chief examiners and they receive a copy of the paper with the personal statistics and the average of the Department.
Right to Block Data:	No time limit defined
Right to Erase Data:	No time limit defined
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	<p>The processing is necessary for the performance of the tasks devolved to the Office pursuant to Articles 2, 35, 36, 37, 38, 39, 40, 45, 46, 47, 48, 49 and 50 of Community designs Regulation (6-2002), that is, the tasks to receive Community design applications, mark them and grant filing dates, examine the formal requirements for registration, examine the existence of grounds for non-registrability, register and publish Community designs.</p> <p>In particular the processing is necessary in order to improve the quality of the published bulletins, to reduce the error rate and anticipate changes in trends of these errors.</p> <p>Also the data serves in order to appraise the person according to Article 43 of Statute and corresponding provisions of the rules applicable to the other agents.</p>
Recipients:	Director, Assistant to Director, Quality and risks Officer, Inspection Clerk, Examination coordinator, Chief designs examiners, all individual design examiners.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	QUALITY / APPRAISAL
Compliance with R45/2001:	



Notification Reference	DPN-2007-025
Organisational Entity:	HRD
Processing Operations:	Residence permits - Transfer of personal data of Community Staff to Spanish Foreign Affairs Ministry
Purposes:	Allowing identification of the applicant for emission of the residence permit.
Categories of Data:	Name, working place (agency, county and city), gender, civil state, country of origin, date of birth, nationality, place of birth, maid name; Passport number, passport type, date of issue; Category and grade (for these two informations, MAE agrees OHIM provides Statutory link only), date of appointment, other lucrative activity in Spain and, if so, which one; Personal address, personal telephone number, previous residence in Spain (yes/no), date of arrival in Spain; Photos and signature. In some cases, same data for spouse and children have to appear in the form if a residence permit is requested for them.
Processor:	Spanish agents of MAE; HRD and concerned people in OHIM.
Retention Period:	MAE: unknown – OHIM: 4 years after leaving the Office.
Data Subjects:	Officials, temporary and contractual agents and family members.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	The request form to be filled in by data subjects contains a data protection statement (see annex). The agents are informed by a certificate emitted by OHIM. The Office provides a copy of the note sent to MAE too.
Right to Block Data:	OHIM: The agents can block the proceeding: in this case the file is given back. MAE: according to Spanish legislation (LOPD 15/1999).
Right to Erase Data:	OHIM: Immediately and on request. MAE: according to Spanish legislation (LOPD 15/1999).
Legal Basis:	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
Legal Instrument:	
Recipients:	MAE and OHIM-HRD
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	RESIDENCE PERMITS / MEMBER STATES
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2007-026
<u>Organisational Entity:</u>	ITFMD
<u>Processing Operations:</u>	OLA's feasibility project
<u>Purposes:</u>	Establish OLAs (Operational Level Agreements with OHIM services) Improve process management within ITFMD
<u>Categories of Data:</u>	First name, last name, department, list of remedy assigned groups, questions related to the Ineed and/or Cases management experience (YES/NO type + free text).
<u>Processor:</u>	Service provider and data controller.
<u>Retention Period:</u>	Until the end of the study, estimated 31/05/2007. Afterwards, all data will be destroyed.
<u>Data Subjects:</u>	All Actors of Remedy processes
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Information through e-mail together with questionnaire or, in case of meeting, in the meeting itself.
<u>Right to Block Data:</u>	Immediate upon request.
<u>Right to Erase Data:</u>	Immediate upon request.
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	ITFMD Management.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SURVEY
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2007-027
<u>Organisational Entity:</u>	ITFMD
<u>Processing Operations:</u>	Service Desk Quality Control
<u>Purposes:</u>	The purpose of this quality control will be to assess the compliance of the service provided with the corresponding SLA, and to further improve the quality of the service offered.
<u>Categories of Data:</u>	. Name and phone number of the user concerned; . Description of the request or problem treated; . Name of the Service Desk Team member who executed the service; . Satisfaction criteria (see grid in Annex 2).
<u>Processor:</u>	The Service Desk coordinator and the controller.
<u>Retention Period:</u>	1 year.
<u>Data Subjects:</u>	. The user concerned (both statutory and non statutory staff members); . The Service Desk Team Members (outsourced).
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	A data protection notice will be published in OHIM's intranet (see draft in Annex 3). When called back, a user will be briefly informed about data protection issues before being asked to participate to the quality control (see draft in Annex 4). Service Desk Team Members will be addressed a data protection statement by email on a yearly basis (see draft in Annex 5).
<u>Right to Block Data:</u>	Yes, immediate when justified
<u>Right to Erase Data:</u>	Yes, immediate when justified
<u>Legal Basis:</u>	Articles 5(a) and 5(d) of Regulation 45/2001
<u>Legal Instrument:</u>	Article 5(a): SLA as concerns Service Desk team members. Article 5(d): The participation of the user is free and voluntary. The user will be requested the consent before proceeding with the quality control exercise.
<u>Recipients:</u>	Data concerning the called back users are not disclosed. Only the Head of Service receives the individual assessments of the Service Desk members. Only aggregated figures are disclosed to the Director of Department and to the service provider.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	HELP DESK / QUALITY CONTROL
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2007-028
Organisational Entity:	SC
Processing Operations:	Staff Committee's Internal Call for Interests
Purposes:	Selection of staff representatives in committees.
Categories of Data:	Name, category of the staff member
Processor:	Members of the Staff Committee
Retention Period:	3 years
Data Subjects:	Members of staff, volunteers to be appointed in the committee corresponding to a specific call for interests.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	The call for interest contains a specific data protection statement compliant with article 11 of Regulation 45/2001 (see sample in annex).
Right to Block Data:	Immediate upon request.
Right to Erase Data:	Immediate upon request.
Legal Basis:	Articles 5(a), 5(b) and 5(d) of Regulation 45/2001
Legal Instrument:	- Article 9 of the Staff Regulation as concern task carried out in the public interest (Article 5(a)) - Spanish legislation as concern legal obligation (Article 5(b)). Eg. Health and Safety at Work Committee
Recipients:	Personal data concerning appointed staff representatives may be disclosed to : . The respective committee . HRD . AASC (disciplinary boards)
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	SELECTION / CALL FOR INTEREST
Compliance with R45/2001:	YES



Notification Reference	DPN-2007-029
Organisational Entity:	GAERD
Processing Operations:	Database of the CTM Download Licensees and Database of the CTM Download users' e-mails
Purposes:	<ol style="list-style-type: none"> 1. List of the CTM Download licensees in order to contact them. 2. Systematic communication with IT Department and organised flow of the mails between OHIM and users.
Categories of Data:	<ol style="list-style-type: none"> 1. Name of the organisation/company, postal address, contact person name, e-mail address of the organisation/company/contact person, phone number. 2. First name, last name, e-mail address.
Processor:	Members of Gaerd's RUWP team in charge of the e-business.
Retention Period:	5 years (article 38§4 of OHIM Financial Regulation)
Data Subjects:	All users of the CTM Download Database
Information to Data Subjects:	NO
When and Data Subjects are informed:	
Right to Block Data:	Immediate
Right to Erase Data:	Immediate
Legal Basis:	Article 5(c) of Regulation 45/2001 (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract)
Legal Instrument:	
Recipients:	Members of Gaerd's RUWP team in charge of the business/compliment cards, external provider, the data subject, financial actors in the validation of the order form.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	E-BUSINESS
Compliance with R45/2001:	



<u>Notification Reference</u>	DPN-2007-030
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Distribution of Alicante News
<u>Purposes:</u>	Send newsletter to customers.
<u>Categories of Data:</u>	e-mail
<u>Processor:</u>	Staff in charge of the sending of newsletter.
<u>Retention Period:</u>	As long as the data subject is volunteer to receive the newsletter and does not request to be deleted from the distribution list.
<u>Data Subjects:</u>	Any person interested to receive OHIM's newsletter and subscribing to it by sending a mail to *subscribe@oami.europa.eu
<u>Information to Data Subjects:</u>	NO
<u>When and Data Subjects are informed:</u>	People send e-mails to *subscribe@oami.europa.eu asking to be included in the distribution list
<u>Right to Block Data:</u>	Immediate
<u>Right to Erase Data:</u>	Immediate
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	The data gathered are not disclosed.
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	PUBLICATION / NEWSLETTER
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2007-031
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Events of the Office
<u>Purposes:</u>	Information for customers in our web page
<u>Categories of Data:</u>	Name, surname in some cases position in the Office and/or background.
<u>Processor:</u>	Public information
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Any person participating in events. Principally GAERD staff and directors of all departments
<u>Information to Data Subjects:</u>	NO
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	Immediate
<u>Right to Erase Data:</u>	Immediate
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	NO
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	PUBLICATION / EVENTS
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2007-032
Organisational Entity:	GAERD
Processing Operations:	List of attendees to OHIM booth during Annual Meetings & trade fairs
Purposes:	Follow-up use of data for Alicante News subscriptions
Categories of Data:	name, email address
Processor:	Members of GAERD relation with users team in charge of the dossiers
Retention Period:	
Data Subjects:	
Information to Data Subjects:	
When and Data Subjects are informed:	
Right to Block Data:	
Right to Erase Data:	
Legal Basis:	Articles 5(c) and 5(d) of Regulation 45/2001
Legal Instrument:	
Recipients:	Members of Gaerd's RUWP team associated with INTA organisation, private company offering mailing service
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	EVENTS
Compliance with R45/2001:	



<u>Notification Reference</u>	DPN-2007-033
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	INTA and other meetings invitations to Members
<u>Purposes:</u>	Pre and post INTA & other meetings contacts with users, National Offices, representatives.
<u>Categories of Data:</u>	First name, last name, postal address, email.
<u>Processor:</u>	Members of GAERD Relation with users team in charge of the INTA & other meetings dossiers and external provider.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	
<u>Information to Data Subjects:</u>	
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	Articles 5(c) and 5(d) of Regulation 45/2001
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Members of Gaerd's RUWP team associated with INTA organisation, private company offering mailing service
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	EVENTS
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2007-034
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	OAMI Organigramme
<u>Purposes:</u>	
<u>Categories of Data:</u>	
<u>Processor:</u>	
<u>Retention Period:</u>	
<u>Data Subjects:</u>	
<u>Information to Data Subjects:</u>	
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	
<u>Legal Instrument:</u>	
<u>Recipients:</u>	
<u>Transfer to Third Parties</u>	
<u>Security Measures:</u>	
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2007-035
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	External distribution of publications
<u>Purposes:</u>	Distribution of OHIM AR and other promotional publications.
<u>Categories of Data:</u>	First name, last name, organisation, function, phone, mobile, fax and email.
<u>Processor:</u>	Members of GAERD relation with users team in charge of the publications and external provider.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	
<u>Information to Data Subjects:</u>	
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	
<u>Legal Instrument:</u>	
<u>Recipients:</u>	
<u>Transfer to Third Parties</u>	
<u>Security Measures:</u>	
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	PUBLICATION
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2007-036
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Statistics in relation to e-business
<u>Purposes:</u>	Presentation of statistics of in internal reporting and in external presentations
<u>Categories of Data:</u>	First name, last name, company name, number of CTM/RCD filed, % of e-filing, My Page users
<u>Processor:</u>	Members of Gaerd and external people when data is published.
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Users of CTM/RCD systems
<u>Information to Data Subjects:</u>	NO
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	Immediate
<u>Right to Erase Data:</u>	Immediate
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Members of office staff and external people receiving presentations
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	E-BUSINESS / STATISTICS
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2007-037
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Alicante News Statistics - Owner & Representative ranking figures
<u>Purposes:</u>	Publication as articles in Alicante News
<u>Categories of Data:</u>	Company Name + n° of CTM & RCD filings.
<u>Processor:</u>	All GAERD
<u>Retention Period:</u>	
<u>Data Subjects:</u>	
<u>Information to Data Subjects:</u>	
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Alicante News subscribers (External e-mail distribution list)
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	NO
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	PUBLICATION / STATISTICS
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2007-038
<u>Organisational Entity:</u>	GAERD
<u>Processing Operations:</u>	Mailing
<u>Purposes:</u>	Database of name and contact details of CTM/RCD users for marketing use (sending of information by e-mail, survey)
<u>Categories of Data:</u>	First name, last name, company name, number of CTM/RCD filed, address, phone number, fax number, e-mail address
<u>Processor:</u>	Members of Gaerd
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Users of CTM/RCD systems contact details
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	When collecting the data, phone calls, the e-mail addresses and names information was given that information relating to CTM/RCD and e-business will be sent to the contacts collected
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	GAERD staff, third parties in question
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	MAILING
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2007-042
Organisational Entity:	GAERD / ITFMD
Processing Operations:	Call Centre Technology
Purposes:	<p>Continuous monitoring of incoming calls. Monitoring of volume of calls received. This monitoring helps at assessing and improving the quality of the service offered. The main objective is to ease the planning of activities and the coordination of workflow and teams. The individual statistics concerning statutory staff members (Information Centre) may be used as an objective input taken into account in the annual appraisal exercise. The individual statistics concerning non statutory staff members (Switchboard, Help Desk) are used to assess the compliance with Service Level Agreements concluded with respective providers (see annexes 4 and 5).</p>
Categories of Data:	<p>No special categories of data in the sense of article 10 of Regulation 45/2001 are processed in this context. Information Manager Module: . Staff member's name . Extension number (phone) . Real time situation showing the status of the servicing person, such as logged off, servicing, idle, Status time (= how long the line has been in this status) . Service group (See samples in annex 1). Report Manager Module (generally for a range period: day, week, month, ...): . Staff member's name . Reference period . Date and time of availability . Duration of activity per day . Number of calls received . Number of calls attended . Number of calls rejected . Number of calls abandoned . Average duration of servicing (see samples in annex 2) The Report Manager Module also provides group statistics (main purpose, see samples in annex 3).</p>
Processor:	Respective group coordinators
Retention Period:	<p>. Data in Solidus eCare's built-in database are kept for 1 year . Individual statistics related to statutory staff members: 1 year . Individual statistics related to non statutory staff members: 5 (+2) years in accordance with article 38§6 of OHIM's Financial Regulation (annex 8) . Group statistics (non personal data): 3 years</p>
Data Subjects:	Staff dedicated to call centres (Switchboard, Information Centre, Help Desk)
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Data subjects are addressed a data protection statement compliant with article 12 of Regulation 45/2001, once a year (see annex 6).
Right to Block Data:	Yes
Right to Erase Data:	Yes
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	<p>. Article 43 of the Staff Regulations . Decision ADM-00-37 dated 09/07/2001 on the adoption of a Code of Good Administration Behaviour (see annex 7) . Service Level Agreement concluded with the external providers (see annexes 4 and 5)</p>
Recipients:	<p>. Respective group coordinators . Respective authorising officers . Respective line directors of departments, deputy director and/or head of service</p>
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	2007-0583
Notification Status:	REGISTERED
Keywords Class:	E-MONITORING
Compliance with R45/2001:	YES





Notification Reference	DPN-2007-043
Organisational Entity:	HRD
Processing Operations:	Early retirement without reduction of pension rights
Purposes:	The purpose of the above processing operations of personal data is the implementation of OHIM's administrative decision ADM-07-21 aiming at granting early retirement without reduction of pension rights.
Categories of Data:	<p>Data are collected by means of a standard application form specifically designed for the purpose of this procedure (annex 3).</p> <p>Data collected are:</p> <ul style="list-style-type: none"> - Personal number; - Identity of the applicant (name, birthdate, email); - Affectation (department, service, ...); - Administrative position; - Career within OHIM and EU institutions; - Other rights already granted; - Motivation; - Information as concern the transfer of pension rights; - Date and signature. <p>Data published are:</p> <ul style="list-style-type: none"> - Personal number; - First name; - Surname.
Processor:	HUMAN RESOURCES DEPARTMENT STAFF DEALING WITH EARLY RETIREMENT FILES
Retention Period:	3 YEARS
Data Subjects:	OFFICIALS/TEMPORARY AGENTS CANDIDATES TO EARLY RETIREMENT
Information to Data Subjects:	Yes
When and Data Subjects are informed:	The call for applications (annex 2) contains specific provisions as concerns data protection, in compliance with article 11 of Regulation 45/200. It draws the candidate's attention of eventual impact that the exercise of such rights may bear on the eligibility of their application.
Right to Block Data:	Yes
Right to Erase Data:	Yes
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	ARTICLE 9, § 2 OF ANNEX VIII OF STAFF REGULATIONS, ARTICLE 39 OF R.A.A.A. AND DEC-ADM-07-21
Recipients:	DIRECTION COMMITTEE, JOINT COMMITTEE, EUROPEAN COMMISSION (SELECTED CANDIDATES)
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	2007-0575
Notification Status:	REGISTERED
Keywords Class:	SELECTION / EARLY RETIREMENT
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2007-046
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Goods and Services Database
<u>Purposes:</u>	Ensure the update of the G&S database.
<u>Categories of Data:</u>	Staff name, date and type of entry made in the database, issues encountered in control.
<u>Processor:</u>	DASS staff who contribute to the G&S database (except for issues encountered in controls). One selected staff member has access to issues encountered in controls.
<u>Retention Period:</u>	2 years
<u>Data Subjects:</u>	DASS staff who contribute to the G&S database.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	By head of service when control system was created.
<u>Right to Block Data:</u>	Immediate
<u>Right to Erase Data:</u>	Immediate
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Tracking: DASS staff Post-Control: Head of Service on a no name basis
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2007-047
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	CFI/ECJ Info Service, Informing about CFI and ECJ judgments
<u>Purposes:</u>	Tracking of procedures and assigning Info Service tasks to DASS staff.
<u>Categories of Data:</u>	The assignment table contains a calendar with the names of the DASS staff member responsible in a given week. The tracking table contains the names of staff members carrying out the tasks of the Info Service, the date and judgement covered and information relating to the judgement (E.g. was it appealed, etc.)
<u>Processor:</u>	DASS staff members.
<u>Retention Period:</u>	Calendar sheet: 1 year. Tracking table: 5 years.
<u>Data Subjects:</u>	DASS staff contributing to the Info Service.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	By the Head of Service when the Info Service was created.
<u>Right to Block Data:</u>	Immediate
<u>Right to Erase Data:</u>	Immediate
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	DASS Staff
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	WORK ASSIGNMENT
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2007-048
Organisational Entity:	HRD
Processing Operations:	Training Survey
Purposes:	Define the training needs and training catalogue for next year.
Categories of Data:	The survey is not intended to process personal data. Nevertheless, it cannot be excluded that the combination of some replies may incidentally permit the identification of a person.
Processor:	IT coordinator in HRD, Training sector coordinator and team members.
Retention Period:	Data will be deleted once the purposes of the survey are fulfilled (estimated 6 months maximum).
Data Subjects:	All OHIM staffs.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	The websurveyor form includes a data protection statement compliant with article 11 of Regulation 45/2001. Participation to the survey is free and voluntary.
Right to Block Data:	Yes, where possible.
Right to Erase Data:	Yes, where possible.
Legal Basis:	Articles 5(a) and 5(d) of Regulation 45/2001
Legal Instrument:	Participation to the survey is free and voluntary. The survey is a necessary step towards an appropriate definition of the training needs of the OHIM staff and is therefore considered as a tasks performed in the interest of the service, notably in the context of article 24bis of the Staff Regulations.
Recipients:	Data gathered from the survey form are not disclosed. Only aggregated conclusions may be disclosed the OHIM management.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	SURVEY / TRAINING
Compliance with R45/2001:	YES



Notification Reference	DPN-2007-049
Organisational Entity:	HRD
Processing Operations:	Reimbursement of language stays expenses
Purposes:	The purpose of the processing is to grant reimbursements of language stays expenses in accordance with OHIM's administrative decision ADM-05-12.
Categories of Data:	<ul style="list-style-type: none">- Applicant's identification (staff number, surname and first name);- Family's income: officials salary slips, partner's salary slip or unemployment certificate, allowances;- Bank account details;- Composition of family (number of dependent children);- Name and birth date of the children who participates in the language stay;- Description of the program of the language stay
Processor:	HRD-Social Policy Secretariat has access to the whole documentation
Retention Period:	Refused applications are kept for a period of 4 months for eventual appeal purposes. Approved applications are kept for a period of 5+2 years in accordance with article 38§6 of OHIM's Financial Regulation. They are stored in a locked cupboard accessible only by HRD-Social Policy Secretariat for a period of 3 years and then transferred in OHIM's archives for a period of 4 years (5+2 = 3 + 4).
Data Subjects:	Statutory staff members (applicants)
Information to Data Subjects:	Yes
When and Data Subjects are informed:	A data protection notice is published in OHIM's intranet together with all the documentation related to this activity (see annex 6). A reference to this data protection notice is made on the application form.
Right to Block Data:	Immediate where justified.
Right to Erase Data:	Immediate where justified.
Legal Basis:	Article 5(a) of Regulation 45/2001
Legal Instrument:	Administrative Decision ADM-05-12
Recipients:	Financial Department: staff member's name, personal number, bank account details and amount to be paid (see annex 4).
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	SOCIAL
Compliance with R45/2001:	



<u>Notification Reference</u>	DPN-2007-050
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	After School Nursery
<u>Purposes:</u>	Deduction of after school nursery costs from the officials' monthly salary.
<u>Categories of Data:</u>	<ul style="list-style-type: none">- Name of the official;- Staff number of the official;- Family's income: officials salary slips, partner salary slips and/or unemployment certificate, allowances;- Composition of family (number of dependent children);- Name of the child enrolled in the After School Nursery;- Modality of the enrollment (full time / part time);- Monthly list of attendance sent by school.
<u>Processor:</u>	HRD-Social Policy Secretariat: whole documentation
<u>Retention Period:</u>	The data are kept for a period of 5+2 years in accordance with article 38§6 of OHIM's Financial Regulation. They are stored in a locked cupboard accessible only by HRD-Social Policy Secretariat for a period of 3 years and then transferred in OHIM's archives for a period of 4 years (5+2 = 3 + 4).
<u>Data Subjects:</u>	Statutory staff members. Partners of such statutory staff members (where applicable). Child(ren) of such statutory staff members.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	Immediate where justified.
<u>Right to Erase Data:</u>	Immediate where justified.
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	HRD's Personnel and Administration Sector. OHIM's Financial Department. PMO.
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SOCIAL
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2007-052
Organisational Entity:	HRD
Processing Operations:	Publication of list of EPIS with photo
Purposes:	FACILITATE STAFF AND PUBLIC (VISITORS) INFORMATION ABOUT THEIR EPIS
Categories of Data:	PHOTOS, NAMES, OFFICE NUMBER, OFFICE TELEPHONE NUMBER
Processor:	Members of HRD's Occupational Risk Prevention Sector, EPIS
Retention Period:	Posters are updated any time a new EPI is appointed or anytime an EPI's data change (E.g. change of office) and anytime an EPI dismisses or is dismissed from this duty.
Data Subjects:	MEMBERS OF EPI TEAM (Statutory staff members)
Information to Data Subjects:	Yes
When and Data Subjects are informed:	LAST YEAR BEFORE PUBLICATION OF POSTERS IN THE BUILDINGS
Right to Block Data:	Immediate
Right to Erase Data:	Immediate
Legal Basis:	Articles 5(a), 5(b) and 5(d) of Regulation 45/2001
Legal Instrument:	OHIM's risk prevention policy, notably pursuant to the European Directive 89/391, its transposition into the Spanish law (ley 31/95 de prevención de riesgos laborales) and the OHSAS 18001 standard
Recipients:	The data are disclosed next to all lift accesses in OHIM's premises. It is intended for all occupants of these buildings (Staff and visitors).
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	OCCUPATIONAL RISK PREVENTION
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2008-001
<u>Organisational Entity:</u>	BOA
<u>Processing Operations:</u>	Tasks statistics (BoA Registry)
<u>Purposes:</u>	Gather suggestions for the purpose of continuous improvement of the quality of OHIM services and processing.
<u>Categories of Data:</u>	Number and kind of tasks pending and done per module and every co-worker of Registry
<u>Processor:</u>	Registrar, IT coordinator
<u>Retention Period:</u>	
<u>Data Subjects:</u>	
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	Yes
<u>Right to Erase Data:</u>	Yes
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Decision no ADM-02-35 of 30 October 2002
<u>Recipients:</u>	
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	STATISTICS / APPRAISAL
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2008-002
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	Survey for the management of the Gymnasium
<u>Purposes:</u>	Ensure the organization of the gymnasium in accordance with the users' preferences.
<u>Categories of Data:</u>	First name, last name, email, preferences
<u>Processor:</u>	Staff of the social sector only.
<u>Retention Period:</u>	1 months after the closing of the survey.
<u>Data Subjects:</u>	Potential users of the gymnasium (OHIM staff).
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	A data protection statement is attached to the survey.
<u>Right to Block Data:</u>	Yes
<u>Right to Erase Data:</u>	Yes
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	External provider
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SOCIAL
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2008-003
<u>Organisational Entity:</u>	QMD
<u>Processing Operations:</u>	Improvement Idea Form
<u>Purposes:</u>	Gather suggestions for the purpose of continuous improvement of the quality of OHIM services and processing.
<u>Categories of Data:</u>	Name of contributors
<u>Processor:</u>	QMD staff in charge of the Quality Management System and/or Change Management Process. OHIM's Quality officers.
<u>Retention Period:</u>	Contributions are stored for a maximum period of one year to be counted as from the final outcome of the case.
<u>Data Subjects:</u>	OHIM staff and/or OHIM users likely to submit any improvement ideas.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	The template used to collect Improvement Ideas contains a data protection statement compliant with article 11 of Regulation 45/2001.
<u>Right to Block Data:</u>	Yes
<u>Right to Erase Data:</u>	Yes
<u>Legal Basis:</u>	Articles 5(a) and 5(d) of Regulation 45/2001
<u>Legal Instrument:</u>	
<u>Recipients:</u>	QMD, Quality Officers, Process owners and/or Directors
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	NO
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	QUALITY
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2008-004
<u>Organisational Entity:</u>	General Assembly of the Staff
<u>Processing Operations:</u>	Rules concerning Elections and Appointment to the Staff Committee
<u>Purposes:</u>	
<u>Categories of Data:</u>	
<u>Processor:</u>	The Electoral Office
<u>Retention Period:</u>	
<u>Data Subjects:</u>	
<u>Information to Data Subjects:</u>	
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
<u>Legal Instrument:</u>	Article 9 of the Staff Regulations. Article 1 of Annex II to the Staff Regulations. Article 7 of the Conditions of Employment of Other Servants. Rules concerning Elections and Appointment to the Staff Committee of OHM adopted by the General Assembly of the Staff on xx/11/2007.
<u>Recipients:</u>	
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	STAFF COMMITTEE / ELECTIONS
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2008-005
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	Internal mobility
<u>Purposes:</u>	Internal mobility in the OHIM as described in the mobility guidelines: Http://oaminet/oaminet/drvisapi.dll?Mival=cw_usr_index&ID=56152&LANG=en
<u>Categories of Data:</u>	Full name, staff number, function group and grade, status, job title, job description (tasks and competencies) and any other relevant detail that the candidate wishes to add to the application.
<u>Processor:</u>	
<u>Retention Period:</u>	
<u>Data Subjects:</u>	The officials and temporary agents of the Office who apply for a vacant post.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	In the e-mail acknowledgement of receipt of the application sent to the applicant by the Career and Development Sector. In this e-mail a paragraph regarding the protection of personal data is included
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	On written request to the controller, the data subject shall have the right to obtain from the controller the erasure of the personal data used during the procedure under the conditions laid down in the Regulation. Should an applicant request the erasure of his/her personal data needed for the course of the mobility procedure, the Controller would immediately inform him/her about any eventual impact such request may have on the procedure.
<u>Legal Basis:</u>	a) For temporary staff members: Article 7 of the CEOS b) For permanent staff members: Article 29 §1a)i) of the Staff Regulations
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Data will only be disclosed to: a) Candidatures: <ul style="list-style-type: none"> • the Director or line manager to whom the vacant post is assigned. • Staff members to whom the Director or line manager delegates • the members of the Human Resources Department in charge of internal mobility • The staff member in whom the Staff Committee delegates for the specific selection procedures. b) Data related to new assignment (date, job title, department, personal number): <ul style="list-style-type: none"> • the members of the Human Resources Department in charge of the personal files (only for the filing of definitive documents).
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	EDPS-2008-426
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	STAFF MANAGEMENT
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2008-006
Organisational Entity:	HRD
Processing Operations:	Probationary period Report
Purposes:	See above
Categories of Data:	Full name, staff number, function group and grade, status, job title, job description (tasks and competencies) and any other relevant detail that the candidate wishes to add to the application.
Processor:	HR Staff members concerned
Retention Period:	As for the original report in paper format stored in the personal folder, no time limits until transfer to another institution, permanent leave or retirement. As for the word document (report) used for the drafting of the individual reports (stored provisionally on the individual PCs of the reporting officers for drafting purposes), the time limit for storage is the moment when the report is deemed final, i.e. when the reports have been signed by all parties and no conflict has arisen on the basis of that report. This document is then erased by the reporting officer from his/her computer.
Data Subjects:	The officials, temporary agents and contract agents newly recruited and newly appointed heads of service.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Requirements of Articles 11 and 12 of Regulation 45/2001 are met in the probationary period appraisal form
Right to Block Data:	On written request to the controller, the data subject shall have the right to obtain from the controller the blocking of data under the conditions laid down in the Regulation.
Right to Erase Data:	On written request to the controller, the data subject shall have the right to obtain from the controller the erasure of the personal data used during the procedure under the conditions laid down in the Regulation.
Legal Basis:	Articles 34 and 44 of the Staff Regulations and Articles 14 and 84 of the CEOS.
Legal Instrument:	
Recipients:	<ul style="list-style-type: none"> - the probationer appraised - the reporting officer who is in charge of drafting the probationary period report - the countersigning officer / director of department who must decide on the result of the probationary period - the members of Human Resources Department in charge of the probationary period reports, the personal folders, issuing decisions to be submitted to the Appointing Authority in relation to probationary period reports, and dealing with payroll and individual rights.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	EDPS-2008-432
Notification Status:	REGISTERED
Keywords Class:	APPRAISAL
Compliance with R45/2001:	N/A



Notification Reference	DPN-2008-007
Organisational Entity:	HRD
Processing Operations:	Establishment of annual appraisal reports UPDATE
Purposes:	Establishment of annual appraisal reports
Categories of Data:	<p>Full name, grade, administrative address, staff number, status, seniority in grade, starting date in job, department and budgetary post number, job title and overall purpose, data of previous job assignments (department, service, sector, period concerned) and the names and job titles of the current and the past reporting officer, if any.</p> <p>The reporting officer introduces an overall assessment comment dealing with appraisal of: efficiency, ability and conduct in the service.</p> <p>The reporting officer, the countersigning officer and the jobholder may add comments on the report.</p>
Processor:	
Retention Period:	<p>The final physical paper reports will be filed temporarily, until the end of the appraisal exercise, in the HRD-Career and Development cupboard, at which moment they will be filed definitively in the personal files of the jobholders.</p> <p>No time limits are considered for these documents as they are a part of the personal file existing in the Office until transfer to another institution, permanent leave or retirement.</p> <p>The electronic word files used for the drafting of the individual reports (stored on the individual PCs of the reporting officers until the reports are deemed final) are erased by the reporting officers.</p> <p>The data included on the appraisal tool (access) for the generation of reports are used for the update of the following year's appraisal exercise.</p>
Data Subjects:	The officials and temporary agents of the Office except grades A*16 and A*15 and chairpersons and members of the Boards of Appeal.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	<p>Requirements of Article 11 and 12 of R 45/2001 are met in :</p> <p>Administrative decision ADM 04-18 Rev. gives all the relevant information to the data subjects regarding the procedure.</p> <p>Appraisal form</p>
Right to Block Data:	on written request to the controller, the data subject shall have the right to obtain from the controller the blocking of data under the conditions laid down in the Regulation. Should an applicant request the blocking of his/her personal data needed for the course of the attestation procedure, the Controller would immediately inform him/her about any eventual impact such request may have on the individual procedure.
Right to Erase Data:	upon written request to the controller, the data subject shall have the right to obtain from the controller the erasure of the personal data used during the procedure under the conditions laid down in the Regulation. Should an applicant request the erasure of his/her personal data needed for the course of the attestation procedure, the Controller would immediately inform him/her about any possible impact such request may have on the individual procedure.
Legal Basis:	Article 43 of the Staff Regulations
Legal Instrument:	
Recipients:	<p>Data will only be disclosed to:</p> <ul style="list-style-type: none"> - the member of staff appraised - the reporting officer who is in charge of drafting the appraisal report - future line managers of the staff appraised - the countersigning officer who is in charge of validating the report - the members of Human Resources Department in charge of the appraisal system - the members of the Management Committee for harmonisation purposes - the members of the Joint Evaluation and Promotion Committee, only in case of an appeal on the appraisal report. - the case arising, internal selection committees (if announced in the selection notice)
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	EDPS-2008-415
Notification Status:	REGISTERED
Keywords Class:	APPRAISAL
Compliance with R45/2001:	



Notification Reference	DPN-2008-008
Organisational Entity:	HRD
Processing Operations:	Organisation of training activities for staff members
Purposes:	<p>Organisation of training activities for staff members in order to ensure their development. The data integrated in the Training Management System (TMS) will be used:</p> <ul style="list-style-type: none"> • In a compiled anonymous manner (not identifying data subjects): <ul style="list-style-type: none"> - Collecting information for statistics on global training days and average training days per person - Monitoring the training objectives of the Office - Ensure a follow-up on the trainings attended by the members of staff - Preparing the future training catalogue / activities • For the service of the stakeholders: <ul style="list-style-type: none"> - Issuing of training certificates on request by the member of staff concerned (for data subjects) - Generation of the list of training events attended during the appraisal period for the annual appraisal exercise (data subjects are informed at the beginning of the appraisal exercise) <p>For the service of the stakeholders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> issuing of training certificates on request by the member of staff concerned (for data subjects) <input type="checkbox"/> generation of the list of training events attended during the appraisal period for the annual appraisal exercise (data subjects are informed at the beginning of the appraisal exercise)
Categories of Data:	<ul style="list-style-type: none"> <input type="checkbox"/> In relation to the participant in the course: Full name, grade, administrative address, staff number, status, department, internal telephone number, e-mail address, mother tongue, administrative address, inscription days of the current year. <input type="checkbox"/> In relation to the course: Title and description of the course, type of the course, attendance to course (attendance completed, abandoned, pending, waiting list...), number of hours, dates, level of the course, language of the course. <input type="checkbox"/> Other data that the data subject declares on a voluntary basis: The comments that the participant may add to the evaluation sheet of the course (this may be anonymous information as identification is not requested).
Processor:	The members of staff in Career and Development Sector dealing with training and the IT business support of the HRD.
Retention Period:	No time limits are considered for these documents as they are a part of the personal competency profile in order to ensure further development of skills and knowledge, until transfer to another institution, permanent leave or retirement. The data included on the appraisal tool (access) for the generation of reports are used for the update of the following year's appraisal exercise.
Data Subjects:	The officials, temporary agents, trainees, contract agents and auxiliaries of the Office who follow training provided by the Human Resources Department or external training. In certain cases temping staff (whenever the director of department so requires it) and spouses to members of staff may also follow Spanish courses organised by the Office.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	After applying for the course, with the confirmation by the training organiser from the Career and Development Sector by means of an e-mail.
Right to Block Data:	Yes. On written request to the controller, the data subject shall have the right to obtain from the controller the blocking of data under the conditions laid down in the Regulation. Should an applicant request the blocking of his/her personal data needed for the course of the attestation procedure, the Controller would immediately inform him/her about any eventual impact such request may have on the individual procedure.
Right to Erase Data:	Yes. On written request to the controller, the data subject shall have the right to obtain from the controller the erasure of the personal data used during the procedure under the conditions laid down in the Regulation. Should an applicant request the erasure of his/her personal data needed for the course of the attestation procedure, the Controller would immediately inform him/her about any eventual impact such request may have on the individual procedure.
Legal Basis:	Articles 5(a) and 5(d) of Regulation 45/2001
Legal Instrument:	<ul style="list-style-type: none"> - Article 24a of the Staff Regulations - Article 45 of the Staff Regulations (appropriate training for ensuring acquisition of third language before promotion).
Recipients:	<p>Personal data will only be disclosed to:</p> <ul style="list-style-type: none"> - The members of the Human Resources Department in charge of training. - Individually to the members of staff who ask for a list of their training courses or a training certificate. - The reporting and countersigning officers within the context of the annual appraisal exercise. - The trainer (restricted to a list of participants per course with full name).
Transfer to Third Parties	NO



<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	TRAINING
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2008-009
Organisational Entity:	TMCD / TMRD
Processing Operations:	Quality Management System - Ex ante quality checks
Purposes:	<p>The processing operations consist in checking quality of decisions made by examiners in the examination of absolute grounds (objection letters and final refusals) and in the opposition proceedings (decisions) before they are notified to the parties of the procedure.</p> <p>Absolute grounds Final drafts of all objection letters and decisions will be passed by the examiner to the Legal Advisors and especially nominated examiners of his service for a 100 % ex ante check to evaluate the quality of the decision and examination and retrieve information on the categories of errors and mistakes on the basis of the quality criteria which have been published internally and externally (see http://oami.europa.eu/ows/rw/pages/QPLUS/serviceCharter/serviceCharter.en.do).</p> <p>Opposition decisions Opposition decisions are drafted by one examiner and co-signed by two other examiners (Article 127(2) CTMR), the third signer being the one who is responsible for carrying out ex ante checks (HoS, Legal Advisors and especially nominated examiners). Quality of the decision is evaluated and information retrieved on the categories of errors and mistakes. The main aim of this activity is to improve the global quality of the outputs of the Office in relation to the Office's service standards and to collect information on areas where improvement / special measures are needed. This procedure complements the ex post checks which the TMDs perform since February 2007. As – related to the performance of individuals – necessary measures to improve quality/error rates will be taken, for the ex ante checks evaluation of individuals is part of the objectives of quality checks. Examiners will be informed by the persons performing the check about the errors found to prevent repetition of errors. As the examiners name is recorded this direct identification of the data subject will lead to processing of personal data. Legal advisors and HoS may use the findings when drafting appraisal reports. Information collected will be taken into consideration as one of several elements in the evaluation exercise.</p>
Categories of Data:	<p>Direct personal data pointing to quality of individual's work. In both cases, absolute grounds and opposition decisions, the findings will be introduced into a database (MS Access Database – Quality Check Tool).</p> <p>The data will contain basic information about all the trade mark applications and oppositions which were checked in the given week, such as the name of the examiner, file number, CTM Name, opposition number, date of entering final status, errors made etc.</p>
Processor:	Directors of TMCD and TMRD, Legal Advisors and 1 Senior Examiner, Classification Experts, Heads of Services, Quality Officers, Quality Check Administrator.
Retention Period:	Information will be kept for a period of 15 months in the MS Access Database – Quality Check Tool. After this period the data will be deleted from the system.
Data Subjects:	Examiners (of CTMA or opposition files)
Information to Data Subjects:	Yes
When and Data Subjects are informed:	<p>Examiners will be informed about the way quality is going to be assessed, how the data is going to be used and where it is going to be stored.</p> <p>This information will be communicated by Heads of Services as well as by Directors in the form of an official communication.</p>
Right to Block Data:	Not applicable once data subjects are not identifiable anymore beyond the retention period.
Right to Erase Data:	Automatic procedure agreed with IT Department within 15 months
Legal Basis:	Article 5(a) of Regulation 45/2001 (Processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties)
Legal Instrument:	
Recipients:	Directors of TMRD and TMCD. Heads of Services of TMRS and TMCD. Head of QMD Service 1 and QMS Project Team.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2008-437
Notification Status:	REGISTERED



<u>Keywords Class:</u>	CTM / QUALITY MANAGEMENT
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2009-001
<u>Organisational Entity:</u>	HRD
<u>Processing Operations:</u>	Employee Opinion Survey
<u>Purposes:</u>	To carry out a survey among OHIM statutory staff. The assistance of an external consultancy firm expert in employee opinion survey is envisaged.
<u>Categories of Data:</u>	Name and surname, e-mail address, department (as declared by statutory staff member), statutory link (as declared by statutory staff member), gender (as declared by statutory staff member).
<u>Processor:</u>	External consultant: only of anonymous results (not linked to the individual). No personal data can be accessed.
<u>Retention Period:</u>	No personal data are stored.
<u>Data Subjects:</u>	OHIM statutory staff active at the moment of the survey.
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Treatment of data: anonymity ensured due to the breaking of the link with the data origin at the point of submission of the filled-in questionnaire. Before the launching of the survey and in the e-mail providing the link to the questionnaire and the individual password.
<u>Right to Block Data:</u>	see above
<u>Right to Erase Data:</u>	see above
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	Additional information: Participation is strictly on a voluntary basis
<u>Recipients:</u>	External consultant: only of anonymous results (not linked to the individual). No personal data can be accessed. OHIM: all staff: only of anonymous results(not linked to the individual). No personal data can be accessed.
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SURVEY
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2009-002
Organisational Entity:	IAERD
Processing Operations:	Customer Relationship Management System (CRM)
Purposes:	<p>With a view to improving the efficiency and quality of the information services rendered to OHIM users, the CRM system shall :</p> <ul style="list-style-type: none"> -Store and keep up to date OHIM users' personal data -Store and keep up to date users' interactions with OHIM: -a copy of their files (CTM, RCD, Oppositions, Appeals, Cancellations, Invalidity, recordals) -master data of users' queries to the OHIM (phone calls, e-mails, complaints, e-business problems) -master data of users' participation to events (seminars, conferences, fairs, workshops and other marketing campaigns such as specific surveys)
Categories of Data:	<p>Personal data of users (First Name, Last name, company name, phone number, e-mail, address) Files information copied from OHIM back office systems (ID Numbers, languages, status of the file, examiners in charge of the file) Information Interaction Data (type of interaction (calls, e-mail, complaints), data and hour, number, categorization, solutions) Participation of events (event name, event organizer, event date)</p>
Processor:	Staff of IAERD from Information Centre, Switchboard, External Relations Team, Complaints Unit, IT Help Desk
Retention Period:	Until the Data Subject maintains Trade Marks and Designs register at the OHIM
Data Subjects:	Individuals and companies (OHIM users and potential users contacting the OHIM).
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Data subjects are advised by a disclaimer on the web page and "autosignatures" of e-mail sent by Information Centre, Complaints Unit and E-Business IT Help Desk and generally speaking but all e-mails generated by CRM system
Right to Block Data:	on request per email
Right to Erase Data:	on request per email
Legal Basis:	1 Article 5(a) of Regulation 45/2001 ("processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties establishing the European Communities or other legal instruments adopted on the basis thereof [...]")
Legal Instrument:	Legal instrument: Regulation 40/94 Community Trade Mark regulation and Regulation 6/2002 on Community designs
Recipients:	Information Centre, Switchboard, External Relations Team, Complaints Unit, IT Help Desk, managers of the OHIM
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	COMPLAINT / CUSTOMER CARE
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2009-003
<u>Organisational Entity:</u>	DIPP
<u>Processing Operations:</u>	Questionnaire to those involved in quality control
<u>Categories of Data:</u>	Replies to the Annex
<u>Processor:</u>	
<u>Data Subjects:</u>	
<u>Information to Data Subjects:</u>	NO
<u>Legal Basis:</u>	Article 5(b) of Regulation 45/2001 ("processing is necessary to compliance with a legal obligation to which the controller is subject")
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	QUALITY CONTROL
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2009-005
Organisational Entity:	TMD
Processing Operations:	TMD Production Statistics
Purposes:	<p>Manage the production of the department in the framework of the implementation of the Council Regulation 207/2009 on the Community trade mark.</p> <p>Manage and balance the workload of the services.</p> <p>Analyse the production in order to raise eventual organisational issues.</p> <p>Identify individual training needs in order to comply with the production objectives set up by the Office.</p> <p>The individual statistics will also be used as objective input in the framework of the annual appraisal exercise of the respective staff.</p>
Categories of Data:	<p>Name and per name:</p> <p>Period of reference (starting date, ending date) or date (as at.dd/mm/yy)</p> <p>Type or name of tasks</p> <p>Number of task in different status (pending, completed, allocated, etc.), results (OK, not OK, etc) etc, as contained in OHIM's CTM workflow tool (EM++)</p> <p>Number of letters produced by type of letter Number of decisions produced by type of decision</p> <p>Timeliness by task/milestone</p> <p>Age of pending tasks/files</p>
Processor:	<p>TMD director and head of services</p> <p>TMD Quality Officers</p> <p>IT Production Service for eventual maintenance purposes TMD workflow allocation managers and TMD data responsables PMU team in QMD IT responsible of the Data Warehouse will have access to the data of all TMD examiners</p> <p>In a second step, each examiner will have access to his/her own data</p>
Retention Period:	<p>The data stays available in Euromarc.</p> <p>For the statistical and analysis purposes, it is stored for an unlimited period.</p> <p>For the appraisal purpose, queries aiming at individual statistics shall not go beyond the appraisal reference period unless there is a need to connect different appraisal periods in agreement with the data subject.</p>
Data Subjects:	All the staff working in TMD
Information to Data Subjects:	Yes
When and Data Subjects are informed:	An updated note was prepared in coordination with the DPO and communicated to the data subjects
Right to Block Data:	No time limit decided
Right to Erase Data:	No time limit decided
Legal Basis:	Article 5(a) of Regulation 45/2001 ("processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties establishing the European Communities or other legal instruments adopted on the basis thereof [...]")
Legal Instrument:	<ul style="list-style-type: none"> - Council Regulation 207/2009 on the Community trade mark - Article 43 of the Staff Regulations
Recipients:	TMD director and head of service. TMD Quality Officers, Workflow allocation managers, TMD Staff IT Production Service for eventual maintenance purposes.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	STATISTICS / APPRAISAL
Compliance with R45/2001:	



<u>Notification Reference</u>	DPN-2009-006
<u>Organisational Entity:</u>	QMD / ITD
<u>Processing Operations:</u>	Usage of user names and emails into Clarity
<u>Purposes:</u>	To be used as "users" and as a "resources" in the Portfolio Project Management Tool Clarity
<u>Categories of Data:</u>	Name, Surname, User name, email address, Department, Type of contract
<u>Processor:</u>	The Project Management Office, The Management, The Tool Administrator
<u>Retention Period:</u>	One year contract (extended on yearly basis)
<u>Data Subjects:</u>	All the Portfolio & Project Management Tool Clarity Users or resources (Quality Officers, Management, users form QMD and IT)
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	By means of a data protection statement sent to users since their personal data are loaded into the application
<u>Right to Block Data:</u>	Upon written request to the line manager
<u>Right to Erase Data:</u>	Upon written request to the line manager
<u>Legal Basis:</u>	Articles 5(e) of Regulation 45/2001
<u>Legal Instrument:</u>	
<u>Recipients:</u>	The Project Management Office, The Management, The Tool Administrator
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	USER NAMES / EMAIL / SECURITY
<u>Compliance with R45/2001:</u>	



<u>Notification Reference</u>	DPN-2009-007
<u>Organisational Entity:</u>	IAERD
<u>Processing Operations:</u>	Photographs for Web site
<u>Purposes:</u>	Promotion of the Web site
<u>Categories of Data:</u>	Images
<u>Processor:</u>	Public
<u>Retention Period:</u>	2 years
<u>Data Subjects:</u>	People working in OHIM building on November 2009
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	Yes
<u>Right to Erase Data:</u>	No
<u>Legal Basis:</u>	Article 5(d) of Regulation 45/2001 (The data subject has unambiguously given his or her consent)
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Public
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	NO
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	PHOTOGRAPHS / INTERNET
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2009-009
Organisational Entity:	QMD
Processing Operations:	Empirical analysis of correlations between work system variables and decision making
Purposes:	Various work system variables are suspected to have an impact on the decision making process, which is the central core business process of OHIM (and, for that matter, of many other organisations). In order to scientifically evaluate these variables (classified as being related to a person/individual, file, process or environment), a broad set of very personal information has to be polled (with the possibility to opt-out in each question). The purpose is not to draw any conclusions on the individual level, but rather to conclude on the general influence of these variables on decision making in general.
Categories of Data:	The processing works with a quite large number of data, up to 45 different variables sub divided into 4 categories: - Individual variables - Environmental variables - File variables - Process variables
Processor:	Only the Data Controller has full access to the data in its identifiable form. No disclosure of personal data to anyone else.
Retention Period:	One year with regard to the individual data. In anonymised form, the data should ideally be publicly available to the scientific community for an unlimited period of time.
Data Subjects:	Contract agents recruited for the Opposition decision making process exercise
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Informed upon recruitment of the twofold approach followed in the Opposition decision making process exercise (operational and experimental). Additionally, data subjects will receive a detailed presentation and a written summary of the exercise upon arrival. Furthermore, each questionnaire will contain an introductory part elaborating details about the purpose and the possibility to opt-out.
Right to Block Data:	Immediate on request to the Data Controller
Right to Erase Data:	Immediate, by notifying the Data Controller
Legal Basis:	- Article 5(a) of Regulation 45/2001 ("processing is necessary for the performance of a task carried out [...]") - Article 5(d) of Regulation 45/2001 ("the data subject has unambiguously given his or her consent")
Legal Instrument:	
Recipients:	- Only the Data Controller has full access to the data in its identifiable form. No disclosure of personal data to anyone else. - Non-identifiable data may be disclosed or distributed to the scientific community for statistical purposes. - Test results are reported back to each respondent.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2010-0468
Notification Status:	EDPS RECOMMENDATIONS PENDING FOR IMPLEMENTATION
Keywords Class:	STATISTICS / APPRAISAL / WORK ASSIGNMENT / QUALITY
Compliance with R45/2001:	N/A



Notification Reference	DPN-2009-010
Organisational Entity:	HRD
Processing Operations:	Management of personal data of staff on general HR database (update of DPN-2006-012)
Categories of Data:	<p>See table in Annex 1 for detail.</p> <p>Categories of data: Basic identification data - Communication in the Office - Addresses (private) - Relatives - Bank information - Place of origin - Employee type / administrative career - Working conditions - Working time - Seniorities - Contract - Salary - Allowances, expenses and reimbursements - Travel expenses entry / termination of service - Dependent child allowance - Education allowance - Annual travel expenses - Organisation chart / post - Absences - Languages - Appraisals - Promotions / regradings - Professional experience - Diplomas and certificates - Training - Documents</p>
Processor:	<p>Members of staff in the Human Resources Department for management of the data for processing purposes, for the procedures of which they are in charge.</p> <p>Access may be allowed on a temporary and restricted basis to IT-technicians for customization, development, updating, technical tests, repair, support and improvement of the data base.</p>
Data Subjects:	<p>All staff working for or in OHIM, and the relatives from which relationship rights may derive. This includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Statutory staff member: bound by the rules and procedures laid down by the Staff Regulations of Officials of the European Communities and the Conditions for Employment of Other Servants of the European Communities. (temporary agents, official, contract agent, auxiliary, special adviser), and, wherever relevant for the processing of individual rights, data related to relatives of said staff member. <input type="checkbox"/> Non statutory personnel: Seconded National Expert, trainees, agency staff ("intérimaires"), and External Consultants. <p>Data categories will only be filled in when relevant for staff member.</p>
Information to Data Subjects:	Yes
Legal Basis:	<ul style="list-style-type: none"> - Article 5(a) of Regulation 45/2001 ("processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties establishing the EC or other legal instruments [...]"). - Article 5(b) of Regulation 45/2001 ("processing is necessary for compliance with a legal obligation to which the controller is subject") - Non statutory staff. - Article 5(c) of Regulation 45/2001 ("processing is necessary for the performance of a contract to which the data subject is party [...]"). - Article 5(d) of Regulation 45/2001 ("the data subject has unambiguously given his or her consent") - Photo in staff directory. - Article 5(e) of Regulation 45/2001 ("processing is necessary in order to protect the vital interests of the data subject") - Emergency addresses, contact persons details.
EDPS Reference:	2009-0468
Notification Status:	REGISTERED
Keywords Class:	STAFF MANAGEMENT
Compliance with R45/2001:	YES



Notification Reference	DPN-2010-001
Organisational Entity:	QMD PMU and IDT BI
Processing Operations:	Business Objects (BO) repository administration
Purposes:	<p>Performance of statistics provision task: Making statistics and reports available to users, resolving technical issues with the access to or usage of the reports</p> <p>Legal obligation: Blocking users from unauthorised access to sensitive reports following the applicable DPO notifications (the latter ones are few in number and covered by notifications of their own, e.g. DPN-2006-022)</p> <p>Performance of a contract: Occasionally monitoring the access frequency to the server along with the server response time / downtime, in order to ensure proper back-end technical administration and compliance with service-level agreements signed with service providers</p>
Categories of Data:	Business Objects reports access rights and access activities
Processor:	Members of QMD PMU and IDT BI teams
Retention Period:	For as long as the BO accounts exist
Data Subjects:	Active BO users (many passive ones, desired future state: all users of the Office will at least be allowed to access the vast majority of public reports)
Information to Data Subjects:	Not a
When and Data Subjects are informed:	Data subjects will be informed about the implementation finally approved via an electronic document linked from every report, the login pages, etc.
Right to Block Data:	No. Treatment of individual blocking requests not feasible without excessive development effort.
Right to Erase Data:	Yes. Only unlawful processing, which will not occur.
Legal Basis:	Article 5(a) of Regulation 45/2001 ("processing is necessary for the performance of a task carried out [...]")
Legal Instrument:	Council Regulation 207/2009 on the Community trade mark
Recipients:	Organizational entities (QMD PMU and IDT BI), including their management, ITD IOS service in case of technical problems that require their assistance
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	STATISTICS / QUALITY CONTROL
Compliance with R45/2001:	



<u>Notification Reference</u>	DPN-2010-002
<u>Organisational Entity:</u>	Web Publications
<u>Processing Operations:</u>	Google Analytics
<u>Purposes:</u>	Collecting anonymous website statistics
<u>Categories of Data:</u>	Website statistics
<u>Processor:</u>	Web Publications and Google Analytics
<u>Retention Period:</u>	Not applicable
<u>Data Subjects:</u>	Not identifiable individuals using the OHIM website
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Via a notice in Legal notices. http://oami.europa.eu/ows/rw/pages/legalNotices.en.do
<u>Right to Block Data:</u>	Yes
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 ("processing is necessary for the performance of a task carried out [...]") Processing is necessary to gain anonymous information on site usage in order to improve the OHIM website
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Web Publications and Google Analytics
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	NO
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	INTERNET / STATISTICS
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2010-003
Organisational Entity:	HRD
Processing Operations:	Control and management of sickness leaves
Purposes:	Efficient and correct management of the aforementioned absences
Categories of Data:	Name and Surname; result of medical visit; diagnosis; medical and administrative report; home address; date of absence and days and probable length of absence; telephone number
Processor:	Medical Service and Medical Control
Retention Period:	30 years
Data Subjects:	Statutory staff
Information to Data Subjects:	Yes
When and Data Subjects are informed:	When the data subject receives an official notification informing about an irregularity in the medical certificates, all relevant information concerning articles 11 and 12 is included.
Right to Block Data:	Yes, confidential data.
Right to Erase Data:	No. Data has to be stored 30 years in the medical archives. Only after that period of time the affected person can ask to erase the file/data.
Legal Basis:	- Article 5(a) of Regulation 45/2001 ("processing is necessary for the performance of a task carried out [...]") - Article 5(b) of Regulation 45/2001 ("processing is necessary to compliance with a legal obligation [...]")
Legal Instrument:	Article 59 of the Staff Regulations
Recipients:	A part from the affected person, the medical service, administration, medical control, a third doctor if this should be necessary
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	2010-263
Notification Status:	PENDING PRIOR CHECKING BY EDPS
Keywords Class:	MEDICAL FILE / HEALTH
Compliance with R45/2001:	YES



Notification Reference	DPN-2010-005
Organisational Entity:	DIPP
Processing Operations:	Quality Management System, ex-post quality check of TM decisions
Purposes:	<p>The purpose of the processing operations is twofold:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Measure and make public the level of quality of TM first instance decisions. <input type="checkbox"/> Obtain feed back information about the reasons of the mistakes, their frequency, distribution, pattern, etc, in order to decide the measures for improvement. <p>Marginally, the information contained in the e-mails received by the HoS (see (a) & (b) above), both in terms of volumes and content, is used as an additional indicator by the HoS for evaluating the quality of the outcome of examiners. The rest of the indicators which are used by HoS to evaluate the quality of the outcome of the examiners are, in particular:</p> <ol style="list-style-type: none"> 1. the quality of the draft decisions that HoS revise; 2. the complaints of users that arrived to the Complaints Unit; 3. the revocation of examiners' decisions; 4. the information coming from Info Centre about particular problems or good treatments of a file; 5. the feed back from the training units in Quality Matters service when the examiner has been trained and coached in that service; 6. the feed back from the Legal Advisers in Quality Matters service when the examiner's decisions have been revised by that service.
Categories of Data:	<p>The data concerned by the EPQC are:</p> <ol style="list-style-type: none"> 1. In the EPQC data base (called UQCT): <ul style="list-style-type: none"> <input type="checkbox"/> the identification of the file concerned; <input type="checkbox"/> the type of the decision analyzed (classification, AG, opposition, cancellation); <input type="checkbox"/> the date when the extraction point has been reached; <input type="checkbox"/> the date of the extraction; <input type="checkbox"/> the organizational service where the decision was taken; <input type="checkbox"/> the outcome of the evaluation of the decision (correct/mistake); <input type="checkbox"/> if mistaken, the type of mistake, in two levels, as described above; <input type="checkbox"/> backups of e-mails content (see point (a) under "description") as well as the error descriptions used as a basis for the e-mails. 2. The EPQC DB does not contain therefore personal data. However, it is to be noticed that the ID of the file concerned, if crossed with the DB of production (EM++), allows identifying the examiner who made the decision. This summary of the data by service and individual, built ad-hoc in principle once a year by crossing this DB with the TM Production DB, contains the data referred to above plus the name of the examiner. 3. In the e-mail to examiners and HoS: <ul style="list-style-type: none"> <input type="checkbox"/> the identification of the file concerned; <input type="checkbox"/> if mistaken: <ul style="list-style-type: none"> o the detailed description of the mistake; o the text in the reference documents justifying to consider a mistake; o an invitation to reply to the rapporteur and the HoS with the reasons for the mistake and the measures suggested to avoid its repetition; <input type="checkbox"/> if not mistaken: <ul style="list-style-type: none"> o standard text informing the examiner that the file did not contain mistake.
Processor:	<ol style="list-style-type: none"> 1. To the EPQC DB: <ul style="list-style-type: none"> <input type="checkbox"/> the members of EPQCG; <input type="checkbox"/> one expert in statistics (sampling, etc) from Quality Management Department; <input type="checkbox"/> two experts from ITD (database administrators). 2. To the summary of the data by service and individual: <ul style="list-style-type: none"> <input type="checkbox"/> director and HoS of production services; <input type="checkbox"/> the members of Central Team Unit of the TM department, responsible for preparing the data for the TMD hierarchy. 3. To the e-mails: <ul style="list-style-type: none"> <input type="checkbox"/> content and addressees: the rapporteur and the other members of EPQCG, each examiner and eventual co-signers concerned, their HoS; <input type="checkbox"/> just content (anonymous and without the ID of the file): the report containing all mistakes is distributed to the whole production services.
Retention Period:	<ol style="list-style-type: none"> 1. The EPQC DB contains for the time being data since 2007. Since no personal data are stored there and this DB is the source of aggregated, anonymous data for quality results purpose, no limit for storage is foreseen. 2. The summary of the data by service and individual is to be eliminated at the end of the lifecycle of the appraisal exercises (2 years after the end of the appraisal period). 3. The e-mails sent and received are eliminated by each individual following their own practices of managing their e-mail inbox. No general instruction has been given on what to do about these e-mails but in any case it is logic that they are maintained during the lifecycle of the appraisal exercises.
Data Subjects:	OHIM's examiners of the first instance teams taking decisions in classification, AG, opposition or cancellation



<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	In September 2009 there was a note (annexed) where examiners were informed about the details of the EPQC system and that the results of EPQC would be an additional indicator for their HoS of the quality of their outcome. The note was explained by the director of DIPP in meetings with all examiners in TMD. At the beginning of each appraisal exercise, in the framework of the compulsory meetings between director of TMD and its staff, TMD's director recalls the indicators on the basis of which the quality of the outcome of examiners is evaluated by HoS.
<u>Right to Block Data:</u>	No. Data are production data.
<u>Right to Erase Data:</u>	No. Data are production data.
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 ("processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties establishing the European Communities or other legal instruments adopted on the basis thereof [...]")
<u>Legal Instrument:</u>	CTM Regulation as far as it defines the obligation for examiners to take correct decisions
<u>Recipients:</u>	See 'Processor'
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2010-869
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	QUALITY MANAGEMENT SYSTEM / APPRAISAL
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2010-007
<u>Organisational Entity:</u>	FD
<u>Processing Operations:</u>	Details invoices by month (late)
<u>Purposes:</u>	Inform to Authorising Officers about invoices paid late and as consequence the Office may be obliged to paid interests.
<u>Categories of Data:</u>	Registry staff names, invoice No., budget line, authorising officer, delay time, interests
<u>Processor:</u>	Authorising Officers
<u>Retention Period:</u>	
<u>Data Subjects:</u>	Authorising officers
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	
<u>Right to Erase Data:</u>	
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Authorising officers
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	ACCOUNTING
<u>Compliance with R45/2001:</u>	YES



<u>Notification Reference</u>	DPN-2010-008
<u>Organisational Entity:</u>	GSD
<u>Processing Operations:</u>	Upgrade of the Library Management System
<u>Purposes:</u>	Update Aleph because is obsolete.
<u>Categories of Data:</u>	Library data, all records of books, loans, borrowers/users data (name, surname, ID number, telephone, room location and number of loans).
<u>Processor:</u>	Green data technical consultants
<u>Retention Period:</u>	Until project is closed, foreseen mid 2011
<u>Data Subjects:</u>	OHIM staff and external
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	Legal notice posted in the Intranet
<u>Right to Block Data:</u>	N/A
<u>Right to Erase Data:</u>	N/A
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Green Data and OHIM technical consultants and GSD staff involved in the project
<u>Transfer to Third Parties</u>	YES
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	LIBRARY
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2010-009
Organisational Entity:	Presidence
Processing Operations:	Infrastructure Audit Survey
Purposes:	Input to the infrastructure audit carried out by an external company.
Categories of Data:	<p>Gender, age range, working scheme, detail on part time working scheme, place of work, number of work places, work area, carrying out Management activity, number (range) of staff managed, work place distance to Office, transport used to come to Office, lunch habits (time used, when, place, preference of 3 options), short breaks (used for what, when).</p> <p>Work description, question on work: working from home, confidentiality degree of dept. work, hours working outside Office, percentage of daily work at work place – away from work place, who is met in internal meetings, departments working with, confidentiality – material needed – number of attendants to meetings with other departments.</p> <p>Installations: distance to equipment and rest areas, opinion about different aspects of work place: soundproofing, acoustic and thermal condition, desk, chair, archive, copy room, meeting room, special equipment, air conditioning, electricity and IT installations.</p> <p>Suggestions.</p>
Processor:	Rainer Tretter QMD – data processor (PM of audits) and external company
Retention Period:	3 months
Data Subjects:	Statuary and non statuary staff at the moment of the survey.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Before launching of the survey and in the e-mail reminding them about the survey.
Right to Block Data:	N/A
Right to Erase Data:	N/A
Legal Basis:	<p>Article 5(a) of Regulation 45/2001 (“processing is necessary for the performance of a task carried out in the public interest.....”)</p> <p>Article 5(d) of Regulation 45/2001 (“the data subject has unambiguously given his or her consent”)</p>
Legal Instrument:	
Recipients:	External company carrying out the audit. Only anonymous data collections and result.
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	SURVEY
Compliance with R45/2001:	YES



Notification Reference	DPN-2011-001
Organisational Entity:	HRD
Processing Operations:	Management of requests related to credit cards for staff going on mission
Purposes:	The purpose of the operation is transmission of essential and minimum data from the requestor / cardholder to the contractor (bank).
Categories of Data:	Personal data, such as: name, surname, N.I.E. or passport number, home address, date of birth, bank account number, e-mail address, mobile number.
Processor:	Mission Office Agent and contracting party providing the credit cards (Bank).
Retention Period:	During use of the credit card and 2 years upon return of the same.
Data Subjects:	OHIM staff (officials, temporary or contract agents) who are liable to incur mission expenses.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	Via their request for the credit card.
Right to Block Data:	Yes (in case of blockage, erasure or objection to the collection of the data the data subject cannot maintain the credit card and has to return it to OHIM without delay).
Right to Erase Data:	Yes
Legal Basis:	Article 5(d) of Regulation 45/2001 ("the data subject has unambiguously given his or her consent")
Legal Instrument:	
Recipients:	Mission Office Staff and their back-up (always staff of the Staffing and Entitlements Sector), Head of Staffing and Entitlements Sector. Contracting party providing the credit cards.
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	E-BUSINESS
Compliance with R45/2001:	YES



<u>Notification Reference</u>	DPN-2011-002
<u>Organisational Entity:</u>	ID-IBA
<u>Processing Operations:</u>	Installation of a "Localizator GPS" in the car fleet of OHIM
<u>Purposes:</u>	<ol style="list-style-type: none">1. The data of present locations help to allocate the most appropriate car to a pending request for transport2. The data of past locations provide a means of control on whether cars were merely used for professional purposes3. The data of past locations give the possibility of evaluating whether the car fleet was used in the most efficient and economic way4. The data of past locations provide a solid basis for decisions on the overall fleet size and the car models to be used in the future
<u>Categories of Data:</u>	Number of official car + coordinates of location (continuous)
<u>Processor:</u>	Director of GSD (now ID-IBA) Head of Facility Management Head of Transport Sector
<u>Retention Period:</u>	2 years
<u>Data Subjects:</u>	Drivers
<u>Information to Data Subjects:</u>	Yes
<u>When and Data Subjects are informed:</u>	
<u>Right to Block Data:</u>	No
<u>Right to Erase Data:</u>	No
<u>Legal Basis:</u>	Article 5(a) of Regulation 45/2001 ("processing is necessary for the performance of a task carried out [...]")
<u>Legal Instrument:</u>	
<u>Recipients:</u>	Director of GSD (now ID-IBA) Head of Facility Management Head of Transport Sector
<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	CONTROL / MONITORING
<u>Compliance with R45/2001:</u>	



Notification Reference	DPN-2011-003
Organisational Entity:	RD-HRA-SESWS
Processing Operations:	Reference check of Candidates on OHIM reserve lists
Purposes:	The purpose of the operation is to obtain information on the Candidate's past performance and conduct as well as his/her skills, strengths & developmental areas, his/her ability to perform in the foreseen role, as well as his/her ability to fit in the working environment. Collection of such information solely aims to support the A.I.P.N. in taking an informed decision about the Candidate's aptitude and preparedness for working at the OHIM.
Categories of Data:	Relation of the referee with the Candidate, length of their acquaintance, the Candidate's duties at his/her previous workplace(s), assessment by the referee of the Candidate's performance in his/her previous workplace(s), his/her strengths, areas for development, relationship with his/her colleagues; assessment by the referee whether the Candidate could perform in the role for which the OHIM is considering his/her candidature; comments made by the referee (solely those limited to the Candidate's work experience and aptitude to perform in his/her past jobs as well as in the job for which his/her candidature is considered by the OHIM).
Processor:	Recruitment Agent
Retention Period:	Data of candidates who later work as an OHIM employee: Once the contract on employment has terminated, the data are kept to assist the pension service and the Joint Sickness Insurance Service. The data are definitely disposed after the staff member's death and pension payment to descendants ends. Data of candidates whose name is put on a reserve list but who are not offered a job at the OHIM or who don't accept it is kept 2 years.
Data Subjects:	Candidates on OHIM reserve list who are offered a specific job at the OHIM.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	The vacancy notice published on OHIM website includes information on the reference check. The notification to the Candidate about the fact that his/her name was included in a reserve list for future recruitment includes information about possible future reference check based on the data provided by the Candidate in his candidature
Right to Block Data:	Yes In case of blockage, erasure or objection to the collection of the data the data subject may be excluded from the selection procedure.
Right to Erase Data:	Yes
Legal Basis:	Articles 5(a) and 5(d) of Regulation 45/2001
Legal Instrument:	
Recipients:	- Recruitment Team (RD-HRA) - Management of the recruiting department (Director, foreseen immediate superior and reporting officer) - Management of the HRA (Director, Head of the Recruitment Team) - A.I.P.N. of the OHIM and their delegates.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2011-369
Notification Status:	REGISTERED
Keywords Class:	SELECTION
Compliance with R45/2001:	



Notification Reference	DPN-2011-004
Organisational Entity:	RD-HRA
Processing Operations:	informal procedure relating to the Anti-harassment Policy
Purposes:	The reference person whom the alleged victim has chosen for giving assistance throughout the informal procedure will collect a reduced number of data referring to the case submitted. The personal data is collected and processed with the following aims: to support and provide an efficient and proper administration of cases to be solved while guaranteeing confidentiality and create conciliation; to follow up and evaluate the policy; to review the request for help and any need for psychological support; to identify recurrent cases and provide references for disciplinary actions with the consent of the victim; to provide data for the formal procedure; eventually, to reply to the Ombudsman or legal authorities at the national or European level in the case that the complaint leads to a formal procedure.
Categories of Data:	Administrative data of the alleged victim and alleged harasser, such as name, professional address, phone number, e-mail address, organizational unit and function. The processing operations refer to data directly connected to the working and personal situation of the data subject, but will only be collected if connected to the situation of alleged harassment
Processor:	- Reference Persons; - HRD, in the case that an informal procedure leads to a formal procedure and responsible for administrative enquiry set up within this context
Retention Period:	Each Reference Person will keep his own case files for a period of no more than five years after the outcome of the informal procedure, whenever this information procedure has not lead to a formal procedure. This period is necessary to evaluate the policy, reply to legal questions and identify possible recurrent cases. If at the date of the expiration of the initial five years, there are ongoing legal or administrative proceedings which may necessitate the consultation of the files, records shall be kept until the rights for appeal or any other procedures expire. Statistical data is held without limit after having being made anonymous and not identifiable in accordance with Article 4(1) (e) of Regulation 45/2001.
Data Subjects:	Seconded officials, temporary agents, contractual agents, interim staff or stagiaires. Every person working in the Agency is potentially concerned as they can be alleged harassor, potential victim, witness or other person implicated.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	- Persons who contact a Reference Person shall receive a copy of the "specific privacy statement on the protection of personal data within the framework of an informal procedure following alleged psychological and sexual harassment." (See Annex I of the Manual of Procedure). - Once the alleged victim confirms that he wishes to have his case dealt with under the informal procedure he receives a "Declaration of Confidentiality for the informal procedure for cases of psychological and sexual harassment", signed by the Reference Person (see annex III to the Manual or Procedure). - If a witness or other third party intervenes during this informal procedure, he also receives the privacy statement (see Annex I to the Manual of Procedure). - If the Reference Person approaches the alleged harasser with the consent of the victim, the alleged harasser also receives a privacy statement (see Annex II). The alleged harasser has the right to be informed of the policy of psychological and sexual harassment and the manual of procedures and the option to receive help and advice from the anti-harassment coordinator. He also has the right to know that his or her data are processed.
Right to Block Data:	Yes. On written request to the controller, the data subject shall have the right to obtain from the controller the blocking of data under the conditions laid down in the Regulation.
Right to Erase Data:	Yes. On written request to the controller, the data subject shall have the right to obtain from the controller the erasure of the personal data used during the procedure under the conditions laid down in the Regulation.
Legal Basis:	Article 5(a), 5(d), and 5(e) of Regulation 45/2001
Legal Instrument:	- Staff Regulations on Officials of the European Communities and the Conditions of Employment of other Servants of the European Communities Articles 1d, 12, 12a, 24, and Articles 11 and 81 of the CEOS. Article 12a of the Staff Regulations provides that "officials shall refrain from any form of psychological harassment"; - The OHIM Decision ADM-08-11 on the policy protecting the dignity of the person and preventing psychological harassment and sexual harassment;
Recipients:	Data will only be transmitted to the competent bodies when a formal procedure is launched and with the prior consent of the person who gave them to the recipients. Transmission without prior consent can only occur in exceptional cases covered by Article 20(1)(c) of Regulation 45/2001, i.e. when necessary to ensure the protection of the alleged victims. - Reference Persons; - HRD, in the case that an informal procedure leads to a formal procedure and responsible for administrative enquiry set up within this context.



- The parties in the informal procedure, insofar the personal data relate directly to themselves under the conditions laid down in Regulation 45/2001.

<u>Transfer to Third Parties</u>	NO
<u>Security Measures:</u>	YES
<u>EDPS Reference:</u>	2011-596
<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SENSITIVE
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2011-005
Organisational Entity:	RD-HRA
Processing Operations:	Selection and appointment of confidential counsellors among certified mediators
Purposes:	The Appointing Authority of the Office will appoint a list of Reference Persons: 1) at least 5 statutory employees chosen among OHIM's certified mediators who have undergone an official training and successfully passed an examination. This certification confirms the suitability of the candidates; 2) at least 5 statutory employees selected as a result of a call of interest published by the Staff Committee of the OHIM. This prior notification concerns only point 1) of the present part. The Staff Committee has committed to file the prior notification concerning point 2).
Categories of Data:	Information provided by the employees on the list of certified mediators: name, professional address, phone number, e-mail address, languages mastered, gender and organizational assignment. The candidates shall provide a declaration on honour (solemn declaration) about their disciplinary situation during their career within the EU institutions and bodies
Processor:	The data for the selection will only be accessible by the HRD staff responsible staff for the selection procedure and the selection panel, also constituted by HRD staff members.
Retention Period:	Documents that might have been provided by the selected candidates will be destroyed after the expiry of the mandate of the Reference Person. If this mandate is prolonged, the documents will be destroyed at the end of the new mandate. Personal data on non-selected candidates will not be retained further to a possible appeal deadline and subsequent treatment period.
Data Subjects:	The data subject is the staff member who is on the list of certified mediators and and who volunteers to become a reference person for the informal procedure.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	The call of interest is sent to all certified mediators of the OHIM
Right to Block Data:	Yes. On written request to the controller, the data subject shall have the right to obtain from the controller the blocking of data under the conditions laid down in the Regulation.
Right to Erase Data:	Yes. On written request to the controller, the data subject shall have the right to obtain from the controller the erasure of the personal data used during the procedure under the conditions laid down in the Regulation.
Legal Basis:	Article 5(a) and 5(d) of Regulation 45/2001
Legal Instrument:	- Staff Regulations on Officials of the European Communities and the Conditions of Employment of other Servants of the European Communities Articles 1d, 12, 12a, 24, and Articles 11 and 81 of the GEOS. Article 12a of the Staff Regulations provides that "officials shall refrain from any form of psychological harassment"; - Memorandum of Understanding for the setting up of a network of Reference Persons; - The OHIM Decision ADM-08-11 on the policy protecting the dignity of the person and preventing psychological harassment and sexual harassment.
Recipients:	The data contained in the selection files are disclosed to: - Members of the selection panel whenever set up; - HRD responsables and support staff in charge of the selection; This transmission will be restricted to the information necessary for the competent entity to carry out its task. The data contained in the resulting list of appointed Reference Persons will be published on OHIM's Intranet and will be visible by all OHIM employees. These data will be limited to: full name, contact details (telephone number, professional address), organizational assignment, languages mastered at working level. The data subject will have access to his/her data.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2011-596
Notification Status:	REGISTERED
Keywords Class:	SELECTION / CALL FOR INTEREST
Compliance with R45/2001:	YES



Notification Reference	DPN-2011-006
Organisational Entity:	RD-HRA
Processing Operations:	Selection and appointment by the SC of confidential counsellors
Purposes:	To set up a network of confidential counsellors (or "reference persons") as foreseen in OHIM's Decision ADM-08-11 and its annexed Guidelines on the policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment. The Human Resources Department is responsible for selecting five confidential counsellors (to reach the total of ten confidential counsellors or "reference persons") which it will do according to its own procedure while respecting the rules laid down in the Decision and Guidelines
Categories of Data:	Applications from candidates following a call for interest launched by the OHIM Staff Committee. The call for interest describes the selection and eligibility criteria.
Processor:	The Staff Committee who communicates the list of five names to the AIPN with a copy to the Human Resources Department
Retention Period:	End of the selection procedure, once the confidential counsellors are nominated (not more than six months)
Data Subjects:	Applicants for the position of confidential counsellor to be nominated by the AIPN based on a list of five names to be put forward by the Staff Committee.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	
Right to Block Data:	Yes
Right to Erase Data:	Yes
Legal Basis:	Article 5(a) and 5(d) of Regulation 45/2001
Legal Instrument:	Decision ADM-08-11 and the annexed Guidelines
Recipients:	Members of the Staff Committee. The Staff Committee will communicate the list of five names to the AIPN with a copy to the Human Resources Department. OHIM's Welfare Officer, who is part of the selection panel set up by the Staff Committee to select the five confidential counsellors.
Transfer to Third Parties	NO
Security Measures:	YES
EDPS Reference:	2011-596
Notification Status:	REGISTERED
Keywords Class:	SELECTION / CALL FOR INTEREST
Compliance with R45/2001:	YES



Notification Reference	DPN-2011-007 (DPN-2006-11 Update)
Organisational Entity:	RD-HRA
Processing Operations:	Selection and appointment procedures of managers comprised in the official organisation chart
Purposes:	Selection and appointment procedures of managers comprised in the official organisation chart of the Office
Categories of Data:	<p>Full name, date of birth, gender, marital status, number of children, , address, nationality and mother tongue, telephone number, fax number, e-mail address, contact person in case of absence; data referring to availability (for interviews, for taking up service), type of education (type of diplomas and titles obtained, including name of training organization, periods), years of professional experience in the areas indicated (including names and addresses of previous employers, job descriptions of previous jobs), language knowledge and corresponding levels, level and area of IT-literacy; interests; references; photo; any other detail that the data subject declares on a voluntary basis.</p> <p>If the candidate is an internal staff member the following data may be indicated in addition: personnel number, status, jobtitle, department and eventual past assignments, internal telephone number, e-mail address, administrative address.</p> <p>Other data managed by the selection committee:</p> <ul style="list-style-type: none"> - results of the tests or pre-tests undergone by the candidates - lists of the successful and non-successful candidates - minutes of the meetings of the selection committee and final report to the Management Committee and the AA or AECE.
Processor:	<ul style="list-style-type: none"> - Members of staff in Human Resources Area of RD in charge of internal mobility and recruitment of managers: applications and CVs, agenda for organisation of interviews. - Members of Selection Committee (internal members and external members, whenever relevant) and secretariat of Selection Committee: all data - Members of Management Committee of the Office: lists of suitable candidates for final selection.
Retention Period:	<p>The application, the CV and all the preparatory data (except the tests carried out) will be maintained 5 years in storage for dealing with eventual complaints, after the publication of the final list of successful candidates.</p> <p>Test results will be destroyed once the Selection Committee has taken note of the summary of the tests.</p> <p>The summary of the tests will be maintained 5 years after the publication of the final list of successful candidates.</p> <p>No time limits are considered for the documents related to the successful candidates as they are a part of the recruitment procedure and will remain in the recruitment folder until transfer to another institution, permanent leave or retirement.</p>
Data Subjects:	The applicants of the selection procedures.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	For internal applications the information is clearly available on the Mobility page
Right to Block Data:	<p>On written request to the controller, the data subject shall have the right to obtain from the controller the blocking of data under the conditions laid down in the Regulation.</p> <p>Should an applicant request the blocking of his/her personal data needed for the course of the procedure, the Controller would immediately inform him/her about any eventual impact such request may have on the individual procedure.</p>
Right to Erase Data:	<p>On written request to the controller, the data subject shall have the right to obtain from the controller the erasure of the personal data used during the procedure under the conditions laid down in the Regulation. Should an applicant request the erasure of his/her personal data needed for the course of the procedure, the Controller would immediately inform him/her about any eventual impact such request may have on the individual procedure.</p>
Legal Basis:	Article 5(a) of Regulation 45/2001 ("processing is necessary for the performance of a task carried out [...]")
Legal Instrument:	<p>Articles 7(1), 29 (1)(a)(i) and (ii) and 29 (1)(b) of the Staff Regulation of the European Communities;</p> <p>Article 12 of Conditions for Employment of other servants of the European Communities;</p> <p>Articles 5(a), 5(b), and 5(d) of Regulation 45/2001;</p> <p>and the Guidelines for mobility within the OHIM.</p>
Recipients:	<ul style="list-style-type: none"> - Members of staff in Human Resources Area of RD in charge of internal mobility and recruitment of managers: applications and CVs, agenda for organisation of interviews. - Members of Selection Committee (internal members and external members, whenever relevant) and secretariat of Selection Committee: all data - Members of Management Committee of the Office: lists of suitable candidates for final selection.
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	2008-435



<u>Notification Status:</u>	REGISTERED
<u>Keywords Class:</u>	SELECTION
<u>Compliance with R45/2001:</u>	YES



Notification Reference	DPN-2011-009
Organisational Entity:	ICLAD
Processing Operations:	User Satisfaction Survey
Purposes:	The objective is to globally measure the satisfaction of users of the OHIM services in order to improve OHIM services.
Categories of Data:	Name of users of OHIM services (CTM/RCD owners and applicants, Opponents and Representatives); OHIM ID (only when users provide it); e-mail addresses; type of user (owner-representative); size of the company; number of employees in the company; identification of sector of business; country.
Processor:	ICLAD-Institutional Relations; Economics and Statistics Service Staff of the Office involved in statistical tasks and in performing the survey
Retention Period:	indefinite for demographic information (as it is considered register data), 10 years for linked satisfaction data of users opting in, indefinite for anonymous satisfaction data or interested satisfaction panel members (those opting in to be members of longitudinal study panel)
Data Subjects:	Users of the OHIM services : CTM/RCD owners and applicants, Opponents and Representatives over a defined time period (usually 12 months before the launch of the survey)
Information to Data Subjects:	Yes
When and Data Subjects are informed:	
Right to Block Data:	on request per email
Right to Erase Data:	on request per email
Legal Basis:	Articles 5(a) and 5(d) of Regulation 45/2001
Legal Instrument:	
Recipients:	OHIM: Staff involved in carrying out user satisfaction survey exercise Market Research Provider : QUOTA UNION
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	SURVEY
Compliance with R45/2001:	



Notification Reference	DPN-2012-002
Organisational Entity:	ICLAD
Processing Operations:	Ad Hoc Satisfaction Surveys
Purposes:	The objective is to measure the overall satisfaction of users of specific OHIM service in order to improve in that particular area. In addition, based on specific individual satisfaction sheets or samples thereof, the Office wants to obtain information on the users' perception as compared to OHIM's internal perception of quality and to identify specific improvement measures.
Categories of Data:	Name of users of OHIM services (CTM/RCD applicants or owners, as well as owners of earlier rights or their respective representatives) OHIM ID Procedure ID User ID E-mail addresses Type of user (owner-representative) Size of the company Number of employees in the company Identification of sector of business Country Not all of this data will be necessary for each type of survey.
Processor:	Staff of the Office involved in statistical tasks, performing the survey, and dealing with quality issues
Retention Period:	Three years for demographic information (as it is considered register data), five years for linked satisfaction data of users opting in, indefinite for anonymous satisfaction data.
Data Subjects:	Users of the OHIM services : CTM/RCD applicants or owners, as well as owners of earlier rights or their respective representatives over a defined time period
Information to Data Subjects:	Yes
When and Data Subjects are informed:	
Right to Block Data:	on request per email
Right to Erase Data:	on request per email
Legal Basis:	Article 5(a) and 5(d) of Regulation 45/2001
Legal Instrument:	
Recipients:	Market Research Provider : QUOTA UNION OHIM: Staff involved in carrying out user satisfaction survey exercise
Transfer to Third Parties	YES
Security Measures:	YES
EDPS Reference:	
Notification Status:	REGISTERED
Keywords Class:	SURVEY
Compliance with R45/2001:	



Notification Reference	DPN-2012-003
Organisational Entity:	RD-HRA
Processing Operations:	Administrative investigations and disciplinary proceedings at OHIM
Purposes:	The main purpose is to put together relevant information into a file in order to enable the appointing authority to determine whether there has been a failure by an official, servant or other person working for OHIM, to comply with his/her obligations under the Staff Regulations and, where appropriate, impose a disciplinary penalty in accordance with the Staff Regulations.
Categories of Data:	<p>Any personal data or document necessary in order to determine the existence of suspected offences in the framework of administrative inquiries and disciplinary proceedings in each particular case under investigation, namely:</p> <ul style="list-style-type: none"> - name, personal number, and data on the statutory position and conditions of employment, name of witnesses, etc; - behavior, action or inaction of persons under investigation and / or subject to disciplinary procedures; - personal information contained in or compiled from a transcript, minutes, reports of informers, hearing records, witnesses, and investigators; - the legal qualification of these actions or inactions under the staff regulations and other obligations to which the persons concerned are subject - the individual responsibility of the persons concerned, including financial (Article 22 of the Staff Regulations) - the disciplinary penalty imposed where appropriate to those concerned. <p>If, exceptionally, processing of special categories of data in the meaning of Article 10(1) were to be regarded this would be done under strict compliance with the conditions established in this regard in Article 10 of the Regulation.</p>
Processor:	<p>The staff member of the Office appointed and authorised by the AA/AECE to conduct an administrative investigation (the Inquiry Team Lead or the Chairman of Board) and his alternate. The members of the the Inquiry Team or the Disciplinary Board, their alternates and the additional members where appropriate</p> <p>The AA/AECE, as regards the investigation reports and conclusive opinions of the Inquiry Team and the Disciplinary Board</p> <p>The Human Resources department as custodian of documents generated in the framework of administrative inquiries and disciplinary proceedings to be filed in the corresponding personnel files and administrative inquiry files in accordance with the retention policy applied</p>
Retention Period:	<p>The final disciplinary decision is kept in the personal file of the staff member concerned. All the documents related to the disciplinary proceedings and the administrative inquires without disciplinary follow-up are kept according to Article 20 of Decision ADM-08-01 in the register of administrative investigations for a period of three years.</p>
Data Subjects:	All statutory staff employed at OHIM, including officials, temporary agents and contract agents and any person whose data may be processed in the context of an inquiry or proceeding.
Information to Data Subjects:	Yes
When and Data Subjects are informed:	<p>As soon as an administrative investigation is initiated, the person concerned is officially notified by the appointing authority that the investigation has been opened, provided that information does not hinder the investigation.</p> <p>It is informed during the investigation of the facts and circumstances involving him/her. It is also informed by the appointing authority of the conclusion of the investigation and its findings.</p> <p>The appointing authority shall inform the person concerned of the possible opening of disciplinary proceedings concerning him/her and his decision.</p> <p>Furthermore, the data subject will be provided with a privacy notice with respect to the processing of his/her data in an administrative procedure or disciplinary proceeding including as a minimum:</p> <ul style="list-style-type: none"> - the identity of the controller; - the purposes of the processing operation for which the data are intended; - the recipients or categories of recipients of the data; - the existence of the right of access to and the right to rectify, the data concerning him or her.
Right to Block Data:	N/A
Right to Erase Data:	As to the right of erasure, Decision ADM-08-01 refers to the provisions of the Staff Regulations, Annex 9, Article 27 so that the data subject may, after three years in the case of a written warning or reprimand or after six years in the case of any other penalty, submit a request for the deletion from his personal file of all reference to such measure. The AA/AECE shall decide whether to grant this request.
Legal Basis:	Article 5(a) of Regulation 45/2001 ("processing is necessary for the performance of a task carried out [...]")
Legal Instrument:	<input type="checkbox"/> Art. 86 of the Staff Regulations and Annex IX thereof ; <input type="checkbox"/> Articles 49 to 50a and Article 119 of the CEOS ; <input type="checkbox"/> Decision of the President of OHIM No ADM-08-01 concerning the conduct of administrative



investigations and disciplinary proceedings and, as a consequence, the mandate granted by the AA/AECE for the administrative investigations.

Recipients:

The data subject
The staff member of the Office appointed and authorised by the AA/AECE to conduct an administrative investigation (the Inquiry Team Lead or the Chairman of Board) and his alternate. The members of the the Inquiry Team or the Disciplinary Board, their alternates and the additional members where appropriate.
The Secretary of the Inquiry Team or the Board, with respect to the personal information transcribed in the minutes of the Inquiry Team or Board's meetings

The AA/AECE, as regards the investigation reports and conclusive opinions of the Inquiry Team and the Disciplinary Board

The Human Resources department as custodian of documents generated in the framework of administrative inquiries and disciplinary proceedings to be filed in the corresponding personnel files and administrative inquiry files in accordance with the retention policy applied

Transfer to Third Parties

Security Measures:

EDPS Reference:

Notification Status:

REGISTERED

Keywords Class:

SENSITIVE

Compliance with R45/2001: