



EUROPEAN COMMISSION
INTERNAL AUDIT SERVICE

The Director General-Internal Auditor of the Commission

Brussels,
ARES (2009)

NOTE FOR THE ATTENTION OF
Pick from list ADD NAME, DIRECTOR, AGENCY - Pick from list

Subject: IAS Audit on "Add title" - Announcement Letter

According to the Pick from list IAS Audit Plan, I would like to inform you that an audit on "Activity / Process" is scheduled to start in your Agency on dd/MM/yyyy and be finalised by dd/MM/yyyy. The audit will be conducted in accordance with the attached "Mutual Expectations Paper" which also summarises the key milestones of the audit process. The audit team will be supervised by Chose Name. The team leader will be Pick from list Chose Name and the team members will be Pick from list Chose Name and Pick from list Chose Name.

As specified in the Mutual Expectations paper, we will need a contact person in your Agency. Would you please let us know by dd/MM/yyyy (2 weeks) the person you have designated for this purpose.

As soon as you have provided us with the name of the contact person, we will get in touch in order to discuss logistical matters.

Prior to the start of the fieldwork, some preliminary interviews may take place. In this context, the Audit Manager and the Team Leader will provide details on the audit objectives, the planned scope, and the audit methodology. We can then have an exchange of views on the audit and obtain your expectations and suggestions for the engagement.

In conducting this audit, the auditors may collect personal data, as described in Council Regulation 45/2001 and the internal auditor is required to inform the data subject under Article 20.3¹ of the same Regulation. This is explained in a standard letter, provided as attachment 2 to the present note, which we kindly ask you to send to all staff concerned².

¹ Article 20 – "Exemptions and restrictions" of Regulation (EC) 45/2001. If a restriction provided for by paragraph 1 is imposed, **the data subject shall be informed, in accordance with Community law, of the principal reasons on which the application of restriction is based on and of his or her right to have recourse to the European Data Protection Supervisor.**

² Director(s), Head(s) of Unit and relevant staff concerned by the audit.

Brian GRAY

Encl.: 1. Mutual Expectations Paper
 2. Note to the Auditee on Handling of Personal Data
 3. Office and IT Facilities

C.c.: Pick from list Add Name, Chairman of the Board,
 AGENCY - Pick from list
 Mrs A. KAŻMIERCZAK, Director Horizontal Affairs, IAS.A