Subject: Your request for access to documents of 7th October 2013 (reference GESTDEM 2013/4985) 'Generic questionnaire for prior notifications of article 25 of Regulation No 45/2001'.

Dear Sir,

I refer to your email dated 7 October 2013 in which you make a request for access to documents under regulation 12049/2001, registered by the Secretariat General with reference number GESTDEM 2013/4985.

Your inquiry concerns the template and instructions provided to the Controllers to notify processing operations to the Data Protection Officer (DPO) during the period 2006 till 2013. In fact, you refer to the term 'questionnaire' which is inaccurate; the template is structured around a number of headings and sub headings for which relevant information is to be provided by the Controller.

This notification template is filled in via an online application; an IT tool dedicated to manage notifications to the DPO of personal data processing by the Commission. The purpose of the DPO IT system is to implement Regulation (EC) 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.

Please note that, contrary to what you seem to believe, there is no annual version of the templates. Your requests of the successive versions of the questionnaires for the years 2006 to 2013 is therefore devoided of purpose.

In fact, the first DPO IT system 'NDPO&R' was designed and developed in 2003 at the beginning of the implementation of the Data Protection in the Commission. The notification template used in this system was made up of 37 headings. A new system 'DPO-2' was launched on 25th January 2012. This new system reduced the number of headings in the notification template to 19.
You find the two different notification templates used for the previous NDPO&R IT system (for the period 2006-2011) and the current DPO-2 IT system (from 2012) annexed to this letter, as well as existing associated instructions to Controllers and Delegated Controllers.

Annexes

1) Documents related to DPO notifications between 2006–24 January 2012 (NDPO&R application in place):
   - NDPO&R Notification template with 37 headings
   - Delegated Controller Help Note
   - NDP&R training support document
   - Presentation on Notifications and Access to the Register, 2005
   - Presentation on model and Corporate Notifications, 2009

2) Documents related to DPO notifications as from 25 January 2012 (new DPO-2 application in place):
   - DPO-2 notification template with 19 headings including contextual help (available via the DPO-2 application)

Yours sincerely

Signature

Philippe Renaudière