DATA PROTECTION NOTICE

For processing of personal data in the context of Eurojust JITs funding programme

1. Context and Controller
As Eurojust collects and further processes personal data in the context of Eurojust JITs funding programme, it is subject to Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Collection and processing of personal data within the JITs funding programme are under the responsibility of the Controller, who is the Head of JITs Network Secretariat and can be contacted at JITs@eurojust.europa.eu.

2. What personal information do we collect, for what purpose, under which legal basis and through which technical means?

Legal basis

Purpose of the processing
Upon receipt of grant application, reimbursement request and/or equipment request, personal data is collected and further processed for the purpose of the management of the grant procedures carried out by Eurojust.

Technical means
Your personal data are provided by electronic submission of your grant application (via Eurojust’s JIT Portal and electronic application system’), reimbursement request (by email) or equipment request (by email). The information is processed by duly authorised Eurojust post holders working in the JITs Network Secretariat, Budget, Finance and Planning Unit, and Events and Logistics Unit (ICT Support). Data provided in grant application, reimbursement request and equipment request are kept in secure systems with limited access on the need to know basis only.

Types of personal data
Personal data collected and further processed concern the grant applicant/claimant/equipment user. Information can relate to the following data:
3. **Who has access to your personal data and to whom is it disclosed?**

For the purpose detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

- a) Eurojust duly authorised post holders from JITs Network Secretariat, Budget, Finance and Planning Unit, and Events and Logistics Unit (ICT Support) in order to carry their direct tasks;
- b) College Members participating in the evaluation committees based strictly on need to know basis.
- c) Bodies charged with a monitoring, audit or inspection task in application of European Union law (e.g. internal audits, Financial Irregularities Panel referred to in Article 93 of the Financial Regulation, Exclusion Panel referred to in Article 143 of the Financial Regulation, European Anti-fraud Office - OLAF);
- d) European Commission ABAC system’s operators and internal auditors;
- e) European Commission, other institutions or agencies (for data of economic operators which are in one of the situations referred to in Articles 106 and 107 of the general Financial Regulation which may be included in the system that identifies bodies and individuals representing financial and other risks to the European Union, called Early Detection and Exclusion System (EDES)).

4. **How do we protect and safeguard your information?**

Appropriate technical and organisational measures are in place to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be processed.

These measures notably prevent any unauthorized disclosure or access, accidental or unlawful destruction or accidental loss, or alteration, and any other unlawful forms of processing.

The main measures are as follows:

- a) All post holders and College Members participating in opening and evaluation committees sign a “Declaration of absence of conflict of interests and of confidentiality”;
- b) Eurojust post holders responsible for management of grant procedures (including reimbursement and equipment requests) have security clearances at least at the level “CONFIDENTIAL”;
- c) All electronic and hard copies of documents including personal data are stored securely in secure systems/archive, with limited access to authorised Eurojust staff only.
5. How can you verify, modify or delete your information?

You have the right to access, rectify or erase or restrict the processing of your personal data or, where applicable, the right to object to processing or the right to data portability in line with Regulation (EU) 2018/1725.

Any such request should be directed to the Controller by making use of the following email address: JITs@eurojust.europa.eu by explicitly describing your request. Any correction of your personal data will be taken into consideration from the data protection point of view. Identification data of individuals can be corrected at any time. In the context of contract award grant procedures, factual data can only be rectified or updated up to the submission deadline. Information that would change the nature of the grant application made for Eurojust cannot be changed after the submission deadline since this would compromise the award procedure.

6. How long do we keep your personal data?

Your personal data are kept:

1. Files relating to grant procedures, including personal data, are to be retained by Eurojust:
   a) Grant applications and related communication for a period of five (5) years following the data entry in the system;
   b) Reimbursement requests for a period of five (5) years following the final payment related to the particular grant;
   c) Equipment requests for a period of three (3) years following the return of the lent equipment items.

2. Until the end of a possible audit if one started before the end of the above period.

7. Contact information

In case of queries regarding the processing of personal data, Eurojust Data Protection Officer can be contacted via email address: dpo@eurojust.europa.eu.

8. Recourse

You have the right of recourse to the European Data Protection Supervisor (EDPS) via email: edps@edps.europa.eu or following the link: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en.