



## Eurojust record of processing activity

Record of processing personal data activity, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council 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

### Part I –Article 31 Record (this part is publicly available)

Nr.	Item	Description
Subscribers to the Eurojust quarterly newsletter		
1.	<b>Last update of this record</b>	14/09/2020
2.	<b>Reference number</b> [For tracking, please contact the DP Office for obtaining a reference number.]	<b>CCU – 02.02 (September 2020)</b>
3.	<b>Name and contact details of controller</b> [Use functional mailboxes, not personal ones, as far as possible - this saves time when updating records and contributes to business continuity.]	Head of Corporate Communications Unit  <a href="mailto:dp_comms@eurojust.europa.eu">dp_comms@eurojust.europa.eu</a>
4.	<b>Name and contact details of DPO</b>	<a href="mailto:dpo@eurojust.europa.eu">dpo@eurojust.europa.eu</a>
5.	<b>Name and contact details of joint controller (where applicable)</b> [If you are jointly responsible with another EUI or another organisation, please indicate so here (e.g. two EUIs with shared medical service). If this is the case, make sure to mention in the description who is in charge of what and whom people can address for their queries.]	N/A
6.	<b>Name and contact details of processor (where applicable)</b> [If you use a processor (contractor) to process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services	Duly authorised staff members of Corporate Communications Unit:  1. The original <a href="#">website request form</a> arrives in the functional Outlook mailbox, entitled <i>Subscribe Eurojust News</i> , to which only selected members of the CCU have access to (Public Communications Team, Publications Officer, Head of Unit, Head of

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	or pre-employment medical checks).]	<p>Library and Unit assistant),</p> <p>2. The e-mail addresses received are then added to the master list on the CCU DMS, to which only selected members of the CCU have access to (Public Communications Team, Publications Officer, Head of Unit, Head of Library and Unit assistant), and are not shared with any other group within or outside Eurojust;</p>
7.	<p><b>Purpose of the processing</b></p> <p>[Very concise description of what you intend to achieve; if you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).]</p>	<p>We receive requests to subscribe to our quarterly newsletter via an <a href="#">online request</a> form on our website (please see response to item 13 below for a copy of the online request form), and occasionally individual requests sent to CCU via e-mail. These individual e-mails may contain other personal data, such as job title and telephone number. The e-mail requests themselves arrive to a CCU Outlook mailbox, entitled <i>Subscribe Eurojust News</i>.</p> <p>The e-mail addresses are added to the master list of subscribers, which is located on the CCU DMS. The list was compiled commencing in November 2017 and is continually updated. New addresses are added as they are received, and those informing us of their wish to be unsubscribed are duly removed from the master list. Similarly, email addresses that are not functioning any more are removed from the list.</p>
8.	<p><b>Description of categories of persons whose data are processed and list of data categories</b></p> <p>[In case data categories differ between different categories of persons, please explain as well.]</p>	<p>The following is inserted in the newsletter text:</p> <p><b><i>You are receiving this e-mail because you were in contact with Eurojust and/or subscribed to our distribution list. We are currently re-establishing our database of contacts. If you wish to continue receiving our quarterly newsletter, or if you wish to unsubscribe, please send an e-mail to <a href="mailto:SubscribeEurojustNews@eurojust.europa.eu">SubscribeEurojustNews@eurojust.europa.eu</a> mentioning your choice in the title: subscribe or unsubscribe.</i></b></p> <p>This notification is placed at the end of every newsletter.</p> <p>Subscribers can be any of our stakeholders: practitioners and other representatives of national authorities, EU officials, embassy officials, journalists, researchers, Eurojust staff and interested members of the general public.</p> <p>Data category that is retained (included to the master list of subscribers): email addresses.</p>
9.	<p><b>Time limit for keeping the data</b></p> <p>[Indicate your administrative retention period including its starting point; differentiate between categories of persons or data where needed (e.g. in selection procedures: candidates who made it onto the reserve list vs. those who</p>	<p>The data will be retained for as long as Eurojust will be issuing quarterly newsletters, as this is the main distribution mean for this communication product. The notification about the option to unsubscribe is added at the end of all newsletters.</p> <p>Subscribers also have the option to unsubscribe at any point in time. When such requests are received, their data is deleted immediately.</p>

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	did not).]	
10.	<b>Recipients of the data</b> [Who will have access to the data within Eurojust? Who outside Eurojust will have access? Note: no need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).]	Data on subscribers is kept within CCU:
11.	<b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b> [E.g. processor in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If needed, consult DPO for more information on how to ensure safeguards.]	None.
12.	<b>General description of security measures, where possible.</b> [Include a general description of your security measures that you could also provide to the public.]	Master Excel list is stored in our DMS database. Only CCU has access to it. Data on subscribers is kept in DMS and Outlook only; no hard copies. Premises locked after close of business and during extended absences. Computers are password-protected.
13.	<b>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</b> [While publishing the data protection notice is not strictly speaking part of the record, doing so increases transparency and adds no administrative burden, since it already exists.]	If you would like to receive the Eurojust quarterly newsletter, please subscribe to it using the form below. You may consult previous issues of the newsletter here. You can find <a href="#">here the data protection notice</a> explaining how we process your personal data for distributing the newsletter. Name *: <input type="text"/> E-mail *: <input type="text"/> Data protection legal notice By entering your details, you are giving your consent to these being stored by Eurojust for the purpose of sending you our newsletter.

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		<p>Eurojust will not share your information with any third party. You can always unsubscribe to our newsletter by sending an e-mail to Eurojust's Press &amp; PR Service , at which point your data will be deleted from our mailing list.</p> <p><input type="checkbox"/> I agree with the legal notice</p>