

## DATA PROTECTION NOTICE regarding the use of Sysper2 by Eurojust

### 1. Context and Controller

As Eurojust collects and further processes personal data for the duration of the period of implementation of SYSPER 2 at Eurojust, 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 in Sysper2 are under the responsibility of the Controller, who is the Head of Human Resources at Eurojust and can be contacted at [hohrconfidential@eurojust.europa.eu](mailto:hohrconfidential@eurojust.europa.eu).

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

#### *Legal basis of the processing*

The legal bases for the processing activities are:

- Article 5(1)(b) of Regulation EU 2018/1725: processing is necessary for compliance with a legal obligation to which the controller is subject;
- Staff Regulations and CEOS as regards the management and processing of personnel data, and associated implementing rules; and,
- SLA with DG HR for the use of SYSPER services.

#### *Purpose of the processing*

The overall purpose of the processing is to replace the current electronic human resources management system (e-HR) with Sysper2. The processing of the data refers only to the period of implementation of SYSPER 2 and relates to the management of the administrative data of Eurojust staff, SNEs and their family members, ensuring efficient and effective management of core HR operations. The purpose of processing personal data within the project is to ensure a correct upload of all administrative data of Eurojust staff, SNEs and their family members from e-HR to SYSPER.

#### *Technical means*

The data are stored at the Commission's Computing Centre in Luxembourg and are therefore protected by the numerous defence measures implemented by the Directorate-General for Informatics to protect the integrity and confidentiality of the Institution's electronic assets.

All processing operations are carried out pursuant to existing policies describing access control to different Eurojust applications. Limited amount of staff with a legitimate 'need to know' for the purposes of this processing operation have access to your personal data.

### ***Types of personal data***

Data subjects are Temporary Agents (TA), Contract Agents (CA) & Seconded National Experts (SNE) working at Eurojust.

Data categories include personal data such as name, address, contact details, marital status, family composition, salary (or for SNEs Eurojust SNE allowance), job descriptions, date & place of birth, nationality(ies), contact person, type and duration of contract/secondment, work schedules, leaves and absences.

### **3. To whom is your personal data disclosed?**

For the duration of the project, the data collected will only be disclosed to the absolute minimum of persons involved in the respective processes and namely Eurojust staff working in the Human Resources Unit.

### **4. How can you verify, modify or delete your information?**

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict their use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you. For more information, please see Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. Please note that in some cases restrictions under Article 25 of Regulation (EU) 2018/1725 may apply.

If you wish to exercise your data subject rights, any such request should be directed to the Head of Human Resources at Eurojust at [hohrconfidential@eurojust.europa.eu](mailto:hohrconfidential@eurojust.europa.eu).

You may also contact the Data Protection Officer at Eurojust at [dpo@eurojust.europa.eu](mailto:dpo@eurojust.europa.eu).

### **5. How long do we keep your personal data?**

Personal data in Sysper2 is stored until the end of your employment relationship with Eurojust. Data related to subsisting rights and obligations need to be conserved for a longer period. Those data have a retention period of 8 years after the expiry of all rights of the staff member concerned and of any dependents, and for at least 120 years after the date of birth of the person concerned.

### **6. Contact 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 using the following email address:

[hohrconfidential@eurojust.europa.eu](mailto:hohrconfidential@eurojust.europa.eu), and by explicitly specifying your request.

You may also contact the Data Protection Office of the Eurojust ([dpo@eurojust.europa.eu](mailto:dpo@eurojust.europa.eu)).

### **7. Recourse**

You have the right to lodge a complaint to the European Data Protection Supervisor ([https://edps.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en)) if you consider that your rights under the Eurojust Regulation and/or Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data or seek a judicial remedy before the Court of Justice.