



## 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
[please insert the title of the activity]		
<b>EJN Contact Points' professional details to activate the EJN secure connection</b>		
1.	<b>Last update of this record</b>	
2.	<b>Reference number</b>	<b>EJN-01 (August 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.]	Secretary to the European Judicial Network <a href="mailto:EJN@eurojust.europa.eu">EJN@eurojust.europa.eu</a>
4.	<b>Name and contact details of DPO</b>	Data Protection Officer  DPO@eurojust.europa.eu
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	- The EJN Secretariat receives the forms from the user, validate its correctness, and pass them further to the colleagues in the IM/ User Support (ELU). - IM/User Support (ELU) processes the data and enable the user-requester in the IT system on behalf

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	IT services or pre-employment medical checks).]	of the controller.
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>The purpose of processing personal data is to maintain a list of full details of the contact points in each Member State that ask to activate the EJN Secure Connection, in particular(as provided by Article 9 (2) of the Council Decision 2008/976/JHA of 16 December 2008 on the EJN and according to Regulation 2018/1725 - in particular Article 5(1)(a) (b) or (d) and chapter 9 ):</p> <ul style="list-style-type: none"> <li>- for the operational work of the contact points of the European Judicial Network;</li> <li>- to make possible the flow of data and of requests for judicial cooperation between Member States.</li> </ul>
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>Categories of persons are practitioners appointed by their competent national authorities in the Member States (Ministry of Justice, Prosecutions Generals Offices/Law enforcement bodies)</p> <p>Categories of data are name and surname, title, job related contact details – postal address, phone numbers, fax number, e-mail address, portrait photos.</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 did not).]</p>	<p>The retention period in the list differs per each of the national nominated EJN contact points.</p> <p>As soon as The EJN Contact Point who asked for access to the EJNSC, notifies the Secretariat of any changes of his/her status with an impact on the access itself (e.g. no longer Contact Point, no longer need for an EJNSC) will determine the ending of the retention of data of the said Contact Point.</p> <p>In general, data are kept as long as the EJN Secretariat is not informed of any changes. The EJN Secretariat periodically (once a year) check the validity of the users list (i.e. the EJN Contac Points that have been granted access to the EJNSC) by asking them to confirm if they need to keep their access to the system.</p> <p>Personal data of the EJN Contact Points in the Member States that asked for an EJNSC access will be deleted soon after the closure of the access (as provided for by the ‘Rules of procedure of processing personal data at Eurojust adopted on 20 December 2019’).</p>

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10.	<p><b>Recipients of the data</b></p> <p>[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).]</p>	<p>The recipients of the data outside Eurojust are the EJN contact points in the Member States.</p> <p>At Eurojust data of EJN contact points in the Member States having requested access to the EJNSC, can be accessed by duly authorized staff members of the Eurojust administration (ELU and IMU) in order to carry out their direct tasks.</p>
11.	<p><b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b></p> <p>[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.]</p>	<p>There are no transfer of personal data to third countries or international organisation.</p>
12.	<p><b>General description of security measures, where possible.</b></p> <p>[Include a general description of your security measures that you could also provide to the public.]</p>	<p>Data is processed and stored in the Eurojust secure ICT environment.</p> <p>Request for access is granted by the EJN Secretariat to national appointed EJN contact points in the Member States who have been granted access to the EJNSC.</p>
13.	<p><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></p> <p>[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.]</p>	<p><a href="#"><i>Data protection notice</i></a></p>