



### 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]		
Funding and grant management for EJM operational regional and national meetings and EJM Plenaries meetings		
1.	Last update of this record	
2.	Reference number	EJM-03 (August 2020)
3.	Name and contact details of controller [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:EJM@eurojust.europa.eu">EJM@eurojust.europa.eu</a>
4.	Name and contact details of DPO	Data Protection Officer <a href="mailto:DPO@eurojust.europa.eu">DPO@eurojust.europa.eu</a>
5.	Name and contact details of joint controller (where applicable) [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.	Name and contact details of processor	n/a

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	<p><b>(where applicable)</b></p> <p>[If you use a processor (contractor) to process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or pre-employment medical checks).]</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>Personal data is processed for the purpose of managing the EJN grant for National/Regional meetings and Plenaries, to ensure and improve the functioning of the EJN in accordance with Article 4 of the Council Decision 2008/976/JHA of 16 December 2008 on the European Judicial Network and the role of the EJN.</p> <p>Data is necessary to assess the eligibility and selection criteria of grant applicants (regional/national meetings) and the competency of grant beneficiaries/claimants for reimbursement (regional/national and plenaries meetings).</p> <p>The data is gathered and processed through the whole grant procedure (application, evaluation, grant agreement, financial statement and final report) and after for audit purposes, in compliance with the established data retention period, as provided for by Regulation (EU, Euratom) 2018/1046 of 18/07/2018.</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>Categories of persons:</p> <ul style="list-style-type: none"> <li>- EJN contact points, namely practitioners appointed by their competent national authorities (Ministry of Justice, Prosecutions Generals Offices/Law enforcement bodies).</li> </ul> <p>Categories of data:</p> <ul style="list-style-type: none"> <li>- Name, surname, title/position, job related contact details – postal address, phone numbers, fax number, e-mail address and bank details of public national authorities.</li> </ul>
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>a) Grant Applications and evaluation documents (regional/national meetings) e kept for a period of 7 years from the date of the final payment.</p> <p>b) Grant Agreements (regional/national meetings and plenaries meetings) are kept for a period of 7 years from the date of the final payment.</p> <p>c) Financial statements (regional/national meetings and plenaries meetings) are kept for a period of 7 years from the date of the final payment.</p> <p>Storage of personal data extended beyond this period may be justified for audit purposes and shall be subject to a specific deadline.</p> <p>d) Final meeting reports (regional/national meetings) and plenaries reports and minutes are stored in a secured web environment password protected are kept for a</p>

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		<p>period 7 years)</p> <p>All Grant documents, in the remit of the EJM Secretariat, are stored yearly either in the DMS or in the secured web environment password protected. This archiving system, at the end of the retention period, enable post holders from the EJM Secretariat as entrusted by the Controller (i.e. the Secretary of the EJM) either to shred paper files or delete electronic files; alternatively, they will blacken or remove the personal data, from the related paper or electronic files, so to anonymise them.</p>
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>Eurojust</p> <ul style="list-style-type: none"> <li>- Duly authorized post holders from the EJM secretariat; Budget, Finance and Planning unit in order to perform direct tasks (national/regional meetings and plenary meetings);</li> <li>- Other Eurojust post holders appointed for the purpose of the evaluation of Grant applications;</li> </ul> <p>Outside Eurojust</p> <ul style="list-style-type: none"> <li>- Representatives of national authorities belonging from the same national authority as applicant, beneficiary, and claimant based on a need to know basis.</li> </ul>
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>Grant for Regional meetings may be awarded to Member States organizing the meeting with one third-state (e.g. EJM Associated and Candidate Countries and all the EJM non EU-States – for the list of Countries see link: <a href="https://www.ejmforum.eu/cp/network-atlas">https://www.ejmforum.eu/cp/network-atlas</a>). In this event personal data may be also processed by the judicial authority of a third country, based strictly on a need to know basis.</p> <p>The safeguard in place is that Grant applications must be submitted by an EJM Contact Point of the Member State organizing the meeting that involves also one third Country. Moreover, if the said application is awarded, the Grant Agreement is signed by the same Contact Point of the Member States who applied for financial assistance.</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>	<ul style="list-style-type: none"> <li>- Data is processed and stored in the Eurojust secure ICT environment with limited access to authorized staff members.</li> <li>- All post holders participating in the evaluation committee sign a ‘declaration of absence of conflict of interests and confidentiality’.</li> </ul>

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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>