



### 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
<b>The pool of National Experts on Joint Investigation Teams willing to provide training on JITs</b>		
1.	<b>Last update of this record</b>	<b>Regular/ongoing</b>
2.	<b>Reference number</b> [For tracking, please contact the DP Office for obtaining a reference number.]	<b>JITs-04 (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.]	Head of JITs Network Secretariat <a href="mailto:JITsNetworkSecretariat@eurojust.europa.eu">JITsNetworkSecretariat@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.]	Not applicable
6.	<b>Name and contact details of processor (where applicable)</b> [If you use a processor	Eurojust duly authorised post holders from the JITs Network Secretariat

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	(contractor) to process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or pre-employment medical checks).]	
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>At the Working Group meeting of the National Experts on JITs that took place on 15 and 16 January 2020, the Experts decided to establish a working group to discuss how to increase their participation in JITs trainings organised by EJTN and CEPOL and other EU organisations as speakers, as well as to contribute to their content. Consequently, a Project Group on “Training &amp; raising awareness on JITs: a role for National Experts on JITs” was set up. Members of the Project Group requested the JITs Network Secretariat to set up a pool of experts willing to provide training on JITs to be shared with the main EU training institutions.</p> <p>The invitations are to be sent via emails enclosing User Registration Forms and Data Protection Notice explaining the purpose of data processing. Once filled in by National Experts, the pool of experts willing to provide training on JITs will be created and posted on the JITs Restricted Area (JITs RA).</p> <p>The JITs RA is a web based platform for National Experts on JITs and practitioners from judicial and law enforcement authorities to communicate with each other and access information on national legislation as well as on most frequent practical and legal difficulties. To ensure that entitled National Experts on JITs/practitioners have access to this platform, their personal data are collected and further processed in a separate processing activity. For more information about this, please consult <a href="#">here</a>. The Data Protection Notice regarding JITs RA can be found <a href="#">here</a>.</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 (upon their request):</p> <ul style="list-style-type: none"> <li>– National Experts on JITs on the basis of their explicit consent given in the <i>User Registration Form</i>. The JITs Network Secretariat makes their personal information and professional contact details available on the JITs RA. Their personal data are already available in the JITs RA in the list of Contact Points to allow authorities and practitioners to contact them for JITs related matters;</li> </ul> <p>Data categories to be processed:</p> <ul style="list-style-type: none"> <li>– Name and surname;</li> <li>– Rank/position;</li> <li>– Professional contact details (email address, telephone number);</li> <li>– Address of the national authority</li> </ul>

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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 personal data will be kept until the withdrawal of the user's consent, or based on information provided by the National Authority or by the expert, i.e. the National Expert left the position/office/national authority, to the JITs Network Secretariat.</p> <p>Should one of these circumstances occur, the JITs Network Secretariat deletes the collected data from the pool immediately.</p> <p>The relevance of the data stored will be reviewed on an annual basis, i.a. in the course of preparation to Annual meetings of the National Experts on JITs.</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>In general the pool of National Experts on JITs willing to provide training on JITs will be made available upon request to EU training organisations, such as CEPOL, EJTN and ERA.</p> <p>Since the pool of experts willing to provide training on JITs will be posted in the JITs RA, those who are given access to the JITs RA will have an insight into the pool. This may relate to the following entities and practitioners:</p> <p>Eurojust:</p> <ul style="list-style-type: none"> <li>- authorised staff members of Events and Logistics Unit, Information Management Unit, and Eurojust National Desks in order to carry out their direct tasks;</li> <li>- College Members from the Member State of the practitioner/ National Expert on JITs requesting access, on strictly need to know basis;</li> <li>- Practitioners from judicial and law enforcement authorities given access to the JITs RA.</li> </ul> <p>Outside Eurojust:</p> <ul style="list-style-type: none"> <li>- All JITs RA users have access to contact details of National Experts on JITs and the same will relate to the pool posted on it.</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>No personal data are transferred to third countries or organizations.</p>

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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>a) Eurojust post holders responsible for administration of JITs RA have security clearances at least at the level “CONFIDENTIAL”;</p> <p>b) All electronic and hard copies of documents including personal data are stored securely in secure system, with limited access to duly authorised Eurojust staff only on a need to know basis.</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="#"><u>Data Protection Notice</u></a></p>