



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
<p>Extract of a limited set of personal data from the central Inter-Institutional repository (COMREF) for the purpose of granting access rights to the Opening Committee members by allowing Secunda+ system to determine if the user has the required rights to execute the task.</p>		
1.	Last update of this record	27/10/2020
2.	Reference number	LAU-04 (October 2020)
3.	Name and contact details of controller	Head of the Legal Affairs Unit: procurement@eurojust.europa.eu Postal address: P.O. Box 16183-2500 BD, The Hague (The Netherlands) Office address: Johan de Wittlaan 9, 2517 JR The Hague (The Netherlands)
4.	Name and contact details of DPO	Eurojust Data Protection Office, reachable via dpo@eurojust.europa.eu
5.	Name and contact details of joint controller (where applicable)	For COMREF/Secunda+ - European Commission.
6.	Name and contact details of processor (where applicable)	backoffice@eurojust.europa.eu - responsible for the process of delivering a list to COMREF with the limited set of data subjects which may access the opening session as a series of PER_ID as well as updates to the referred list. DIGIT-COMREF@ec.europa.eu – responsible for the configuration process to allow Secunda+ to access the information in COMREF for the limited number of data subjects.
7.	Purpose of the processing	To grant access rights to the Opening Committee members by allowing Secunda+ system to extract a limited set of personal data for a limited number of data subjects (16) from the central Inter-Institutional repository (COMREF) and determine if the user has the required rights to execute the task.

Nr.	Item	Description
8.	Description of categories of persons whose data are processed and list of data categories	<p>Staff members identified in AD 2020-14 with a valid and active AD account and active contract status in the HR system.</p> <p>General user account information like User ID, Name, Email</p> <p>User affectation information i.e. its position at the institution's organigram</p> <p>Job related information like User function (e.g. Head of Unit), etc.</p> <p>Organigram structure of Institutions (for i.e., Directorates, Units, Sections, ...).</p>
9.	Time limit for keeping the data	<p>The personal data is stored for those data subject identified in AD 2020-14. Once a data subject is removed from the referred decision, IM and COMREF will manually modify the view of the post-holders with access to the opening session within three months of the change.</p>
10.	Recipients of the data	<p>For the purpose detailed above, access to personal data is given to the following persons strictly on a need to know basis:</p> <p>Authorised Eurojust post-holders.</p> <p>Authorised administrators (internal EU users).</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>There are no transfers of personal data to third countries or international organisations.</p>
12.	General description of security measures, where possible.	<p>Appropriate technical and organizational measures are in place to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be processed. These measures notably prevent any unauthorized disclosure or access, accidental or unlawful destruction or accidental loss, or alteration, and any other unlawful forms of processing.</p> <p>Additionally, personal data is protected through the following industry best practices: Security controls.</p>

Nr.	Item	Description
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Please refer to Data Protection Notice .