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## DATA PROTECTION NOTICE

### For processing of personal data in the context of Eurojust JITs funding programme

#### 1. Context and Controller

As Eurojust collects and further processes personal data in the context of Eurojust JITs funding programme. The processing of personal data 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 within the JITs funding programme are under the responsibility of the Controller, who is the Head of JITs Network Secretariat and can be contacted at [JITs@eurojust.europa.eu](mailto:JITs@eurojust.europa.eu).

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

##### ***Legal basis***

The legal basis for the processing operations on personal data is Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012,1 (hereafter "the Financial Regulation") in particular Articles 180-205; and Regulation (EU) 2018/1725 mentioned above, in particular Article 5(1)(a).

##### ***Purpose of the processing***

Upon receipt of a grant application including its attachments, a reimbursement request including supporting documents, and/or an equipment request, personal data is collected and further processed for the purpose of the management of the grant procedures carried out by Eurojust.

##### ***Technical means***

Your personal data are provided by electronic submission of your grant application including its attachments (via Eurojust's 'JIT Portal and electronic application system'), reimbursement request including supporting documents (by email) or equipment request (by email). Data provided in grant application including its attachments, reimbursement request including supporting documents and equipment request are kept in secure systems with limited access on the need to know basis only.

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

Personal data collected and further processed concern the grant applicants, representatives of judicial and law enforcement authorities involved in the JIT and listed in the JIT agreement

(attachment to the funding application), beneficiaries/claimants entitled to submit claims for reimbursement, representatives of judicial and law enforcement authorities involved in the JIT activities and incurring related costs, translators and interpreters providing translation/interpretation services to JITs which are subject of reimbursement, and equipment users. Information can relate to the following data:

- a) Identification data: name(s), surname;
- b) Rank/position;
- c) Business contact details: e-mail address, telephone number, mobile telephone number, national authority;
- d) Address of the national authority;
- e) Financial data: bank account reference of the national authority (IBAN).

### **3. Who has access to your personal data and to whom is it disclosed?**

For the purpose detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

- a) Eurojust duly authorised post holders from JITs Network Secretariat;
- b) Duly authorised post holders from Budget, Finance and Planning Unit, Accounting Office, Events and Logistics Unit, Information Management Unit, Casework Unit, Legal Affairs Unit on a need to know basis in order to carry their direct tasks including participation in the evaluation committees;
- c) College Members participating in the evaluation committees based strictly on need to know basis;
- d) National Desks upon a reasoned request in order to follow up the application, reimbursement claim or IT equipment request and communicate with the applicant, claimant or equipment user.
- e) Europol duly authorised post holders, strictly on need to know basis, for purposes of assessment of compliance with the principle of non-cumulative award<sup>1</sup> at the stage of reimbursement of costs;
- f) Bodies charged with a monitoring, audit or inspection task in application of European Union law (e.g. internal audits, Financial Irregularities Panel referred to in Article 93 of the Financial Regulation, Exclusion Panel referred to in Article 143 of the Financial Regulation, European Anti-fraud Office - OLAF).

### **4. How do we protect and safeguard your information?**

Appropriate technical and organisational 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.

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<sup>1</sup> Resulting from Memorandum of Understanding on the joint establishment of rules and conditions for financial support to joint investigation team activities between Europol and Eurojust

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.

The main measures are as follows:

- a) All post holders and College Members participating in opening and evaluation committees sign a "Declaration of absence of conflict of interests and of confidentiality";
- b) Eurojust post holders responsible for management of grant procedures (including reimbursement and equipment requests) have security clearances at least at the level "CONFIDENTIAL";
- c) All electronic and hard copies of documents including personal data are stored securely in secure systems, with limited access to authorised Eurojust staff only.

## 5. How can you verify, modify or delete your 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 making use of the following email address: [ITs@eurojust.europa.eu](mailto:ITs@eurojust.europa.eu) by explicitly describing your request. Any correction of your personal data will be taken into consideration from the data protection point of view.

Identification data of individuals can be corrected at any time. In the context of grant procedures, factual data can only be rectified or updated up to the submission deadline. Information that would change the nature of the grant application made for Eurojust cannot be changed after the submission deadline since this would compromise the award procedure.

## 6. How long do we keep your personal data?

Your personal data are kept:

1. Files relating to grant procedures, including personal data, are to be retained by Eurojust:
  - a) Successful (awarded) grant applications, including their attachments, and related communication for a period of five (5) years following the data entry in the system;
  - b) Unsuccessful (not awarded, rejected) and withdrawn grant applications, including their attachments, and related communication for a period of two (2) years following the data entry in the system;
  - c) Reimbursement requests including supporting documents for a period of five (5) years following the final payment related to the particular grant;
  - d) Equipment requests for a period of three (3) years following the return of the lent equipment items.
2. Until the end of a possible audit if one started before the end of the above period.

## 7. Contact information

In case of queries regarding the processing of personal data, Eurojust Data Protection Officer can be contacted via email address: [dpo@eurojust.europa.eu](mailto:dpo@eurojust.europa.eu) .



## 8. Recourse

You have the right of recourse to the [European Data Protection Supervisor \(EDPS\)](#) via email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu) or following the link: [https://edps.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en).