

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]		
Processing of personal data in the context of the EJM website “News and Events notification” and “contact EJM Secretariat”		
1.	Last update of this record	
2.	Reference number	EJM-04 (December 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 EJM@eurojust.europa.eu
4.	Name and contact details of DPO	Data Protection Officer DPO@eurojust.europa.eu
5.	Name and contact details of joint controller (where applicable) [If you are jointly responsible with another EJM or another organisation, please indicate so here (e.g. two EJMs 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 (where applicable) [If you use a processor (contractor) to	Upon request from the EJM Secretariat, Bilbomatica in Bilbao (Spain) might also have access to those data as this

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	process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or pre-employment medical checks).]	contractor ensures the maintenance of the EJNI website.
7.	Purpose of the processing [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).]	The purpose of the automated processing of personal data is to: - receive the notification about the publication in the EJNI Website of a new item of “EJNI News and Events”. Users must proactively subscribe through a dedicated form on the EJNI website by providing an e-mail address. The email address is securely stored within the Eurojust server. - “contact the EJNI Secretariat”. Stakeholders via a dedicated form on the EJNI website can contact the EJNI Secretariat by providing information about their Name, E-mail, Organisation, Position and Country.
8.	Description of categories of persons whose data are processed and list of data categories [In case data categories differ between different categories of persons, please explain as well.]	Categories of persons are mainly judicial authorities and practitioners, although anyone is able to subscribe to the ‘news and events notification’ or to ‘contact the EJNI Secretariat’. Categories of data for the “EJNI News and Events” is the email address. Categories of data for “contact the EJNI Secretariat” are E-mail, Name, Organisation, Position and Country.
9.	Time limit for keeping the data [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).]	The retention period of data differs. If the data subject : - <u>Subscribe to be notified of a new item published in the “News and Events”</u> : personal data is retained until the data subject decides to unsubscribe from receiving the notification. An individual can unsubscribe by clicking on the unsubscribe link at the bottom of the dedicated form on the EJNI website. When a user decides to unsubscribe from the newsletter “News and Events” the system delete completely the data of that user. - <u>Contact the EJNI Secretariat</u> : personal data is in general are kept as long as the EJNI Secretariat needs it to process the request, and for a maximum period of two years to ensure possible follow up and related requests or correspondence.

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10.	Recipients of the data [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, ECO, EDPS).]	Within Eurojust: duly authorized staff members of the Eurojust administration, on a need to know basis, in order to carry out their direct tasks. Outside Eurojust: Bilbomatica in Bilbao (Spain) might also have access to those data as this contractor ensures the maintenance of the EJNI website.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards? [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.]	no
12.	General description of security measures, where possible. [Include a general description of your security measures that you could also provide to the public.]	Data is processed and stored in the Eurojust secure ICT environment.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice: [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.]	<i>Data protection notice (could be a hyperlink or a file attached to this record)</i> <i>Data protection notice in the context of the EJNI Website</i> https://www.eurojust.europa.eu/data-protection-notice-processing-personal-data-context-ejn-website