



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
List of EuroMed Justice National Focal Points (NFPs) appointed by South Partner Countries		
1.	Last update of this record	February 2021
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	CAU-02.02 (February 2021)
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.]	EuroMed Justice Program Coordinator euromed@eurojust.europa.eu
4.	Name and contact details of DPO	dpo@eurojust.europa.eu
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 (where applicable) [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).]	Staff of the EuroMed Justice Program Management Team (EMJ-PMT) tasked by the Program Coordinator
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	The purpose is to create a single point of contact for the interaction, communication and support of national entities in relation to EuroMed Justice Program. National Focal Points (NFP) facilitate contacts and communication between EMJ-PMT

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	selection procedures).]	<p>and the South Partner Countries (SPCs – third states) for the organisation of Program activities by collecting and using NFPs relevant contact details data and keeping them updated.</p> <p>Personal data is processed for the collection of relevant contact details of NFPs, to enable communication between the EMJ-PMT and NFP in a given SPC The personal data can also be included, with the prior explicit consent, in a Directory containing the contact details of all NFPs and CrimEx members and be shared with all the other NFPs and CrimEx</p>
8.	<p>Description of categories of persons whose data are processed and list of data categories</p> <p>[In case data categories differ between different categories of persons, please explain as well.]</p>	<p>Categories of persons are: officials appointed by their competent national authorities in Prosecutors Generals Offices/Ministry of Justice/High Courts.</p> <p>Categories of data are: name and surname, title, job title, institutional contact details (institution address, phone numbers, email addresses).</p>
9.	<p>Time limit for keeping the data</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 NFPs or their national authorities fill out a form (attached) to be included in the list of EuroMed Justice Program National Focal Points.</p> <p>These forms are sent to EMJ-PMT. They are kept as long as EuroMed Justice PMT is not informed of any changes. They are shredded (if in paper form) or deleted (if electronically) if EuroMed Justice PMT is informed that the data is not correct anymore (due to replacement or departure of that individual focal point). The overview of NFPs is regularly updated whenever EuroMed Justice PMT is informed of a change of the initial appointment information.</p> <p>New entries (new Focal Points, or updates spontaneously provided by South Partner States officials) are processed without any delay.</p> <p>Confirmation of data for all entries is carried out once per year.</p> <p>All the NFPs who provide prior explicit consent will be included in the Directory of NFPs and CrimEx members.</p>

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, EO, EDPS).]	The recipients are EuroMed Justice Program Management Team within IAO tasked for this purpose by the Program Coordinator The purpose is to enable contacts between EMJ-PMT and the NFPs for the organisation of the program implementation. No - one outside Eurojust.
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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.]	Data can be transferred to third countries (to other NFPs or CrimEx members) with the prior consent from the data subject NFPs will receive an email from the PMT asking for their explicit consent to be included in a Directory containing the contact details of all NFPs and CrimEx members and be shared with all the other NFPs and CrimEx (included from third countries), after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards. (Article 5.1.d and 50.1.a of REGULATION (EU) 2018/1725)
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.]	Data protection notice attached to this record. The same data protection notice is attached to the Appointment Form the South Partner Countries officials must fill in.



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Data Protection Notice

1. Context and Controller

The appointment of the National Focal Points for EuroMed Justice Program in South Partner Countries (third States) is a valuable tool for improving interaction, communication and support of national judicial authorities in relation to the EuroMed Justice Program implemented through Eurojust. EuroMed Justice maintains updated contact details of the National Focal Points. In order to facilitate the appointment procedure and transmission of relevant information about the National Focal Points the national appointing authorities are kindly invited to submit a formal appointment letter to Eurojust, accompanied by a Appointment Form.

The data controller is the EuroMed Justice Program Coordinator within Eurojust Institutional Affairs Office (institutional.affairs@eurojust.europa.eu).

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

Types of personal data

The personal data processed are as follows: name, surname, function, work address, corporate telephone number, and corporate email address.

Purpose of the processing

The purpose of processing the personal data is to maintain and update a list of NFP appointed by the competent national authorities in SPCs in order to improve interaction, communication and support of national judicial authorities in relation to the EuroMed Justice Program implemented through Eurojust. With the prior explicit consent of the data subject, the contact details of NFPs can be included in the Directory of NFPs and CrimEx members and shared with the other NFPs/ CrimEx members.

Legal basis

The processing of personal data is subject to 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 (hereinafter Regulation (EU) 2018/ 1725). Processing is necessary for (1) compliance with the obligations arising from the provisions of the Contribution Agreement ENI 2020/415-034 and (2) with the prior consent of the data subject. Hence, it falls under the provisions of Article 5.1 c and d of the Regulation (EU) 2018/ 1725

Technical means

EuroMed Justice Program collects this information via email and/or in paper form. Electronic forms in are stored on Eurojust secure ICT environment with restricted access. The paper forms are stored in a locked cabinet only accessible to the Program Coordinator.

3. Who has access to NFP personal data and to whom is it disclosed?

EuroMed Justice Program Management Team members within the Institutional Affairs Office tasked by the Program Coordinator will have access to the data for the purpose described above.

Data can be transferred to third countries (to other NFPs or CrimEx members) with the prior consent from the data subject.

NFPs will receive an email from the PMT asking for their explicit consent to be included in a Directory containing the contact details of all NFPs and CrimEx members and be shared with all the other NFPs and CrimEx (included from third countries), after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards. (Article 5.1.d and 50.1.a of REGULATION (EU) 2018/1725).

4. How do we protect and safeguard your information?

The information is electronically archived in the secured Data Management System of Eurojust. . All IT tools at Eurojust are developed according to a standard set of security and are thoroughly tested accordingly, to ensure robustness and reliability. Paper files are stored in secured lockers and are destroyed in compliance with security procedures.

5. How long do we keep your personal data?

The data contained in the contact list are regularly reviewed (once per year). As soon as EuroMed Justice is notified about the changes of the position of a person, the data in the list are updated, or if no longer necessary, deleted.

6. How can NFP verify, modify or delete personal data?

NFP has the right to access, rectify or erase or restrict the processing of the 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 data controller, by using the following email address: euromed@eurojust.europa.eu

7. Contact information

In case of queries regarding the processing of personal data:

Eurojust Data Protection Officer can be contacted via email: dpo@eurojust.europa.eu.

8. Recourse

You have the right of recourse to the European Data Protection Supervisor EDP via email:

edps@edps.europa.eu or following the link: <https://edps.europa.eu/data-protection/ourrolesupervisor/complaints.en>.