

## **DATA PROTECTION NOTICE**

### **For the Eurojust Knowledge Management Interface (KMI)**

#### **1. Context and Controller**

As part of the Corporate Department at Eurojust, the Corporate Communications Unit (CCU) is responsible for managing the Knowledge Management Interface.

The KMI is accessible only to Eurojust post holders and serves as an internal database of Eurojust products.

Collection and processing of personal data within CCU are under the responsibility of the Controller, who is the Head of CCU, and can be reached at the address [DP\\_comms@eurojust.europa.eu](mailto:DP_comms@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 collected, stored and further processed is the names of post holders of Eurojust and some external participants of some Eurojust meetings, when these are included in the documentation (e.g. on the agenda as a speaker, in the text of the press release, or as the author of a document).

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

The Knowledge Management Interface is an internal database of Eurojust products: reports, press releases, presentations, infographics, case illustrations. The purpose is to retain and (internally at Eurojust) make available these products in an organized manner.

##### ***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](#).

##### **Technical means**

The KMI operates on MS SharePoint.

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

Information in the KMI is accessible to Eurojust post holders.

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

To protect your personal data, a number of technical and organisational measures have been put in place. Eurojust has put in place, based on a Risk Assessment, appropriate security measures to ensure confidentiality.



Concerning unauthorised access to equipment and data, Eurojust's secure premises are protected by Eurojust-specific physical security measures. Administrative measures include the obligation for all authorised personnel having access to personal data stored on Eurojust servers to be security screened or sign a confidentiality agreement, and for service providers maintaining the equipment and systems to be individually security cleared and to have signed non-disclosure and confidentiality agreements.

## **5. How long do we keep your personal data?**

Documentation in the KMI is preserved at least ten years and reviewed regularly as part of the historical archive of Eurojust.

## **6. 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 using the following email address: [DP\\_comms@eurojust.europa.eu](mailto:DP_comms@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 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).