



DATA PROTECTION NOTICE For the Eurojust intranet

1. Context and Controller

As part of the Corporate Department at Eurojust, the Corporate Communications Unit (CCU) is responsible to provide central support in managing the Eurojust intranet.

The intranet is accessible only to Eurojust post holders and serves as an internal communication tool to share information internally at Eurojust.

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.

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, internal contact information of post holders as well as images (videos and still pictures) of post holders and externals.

In some cases and with the permission of the post holder, a short professional CV is published on the intranet.

Purpose of the processing

Contact details and pictures of post holders are shared to enable post holders to contact each other with the Eurojust-provided means.

Pictures of events at Eurojust and external events with Eurojust participation as well as professional CVs are shared to provide information to post holders on activities at Eurojust and the background of post holders.

Legal basis

The processing of Pictures and videos by CCU 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](#).

The pictures and professional CVs will be only processed on the basis of your consent. Please note that you have the right to withdraw your consent at any time. To do that, please contact the Corporate Communications Unit via the following e-mail address: DP_comms@eurojust.europa.eu, and we will do what is technically and organisationally possible to accomplish your request as soon as possible.

Technical means

The Eurojust intranet operates on MS SharePoint.



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

Information on the Eurojust intranet 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?

Contact information of post holders and individual portraits of them are kept on the intranet until the person leaves Eurojust. Images of events are deleted within a month from the start of the next calendar year at the latest. Photos of events shared temporarily on the intranet will be removed from the intranet in no more than 2 months after the event took place.

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.

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.

8. Recourse

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