



DATA PROTECTION NOTICE

For the taking/processing of Pictures and Videos by CCU

1. Context and Controller

As part of the Corporate Department at Eurojust, the Corporate Communications Unit (CCU) is responsible to process pictures and audio-visual materials of Eurojust post holders and visitors.

Pictures and audio-visual materials are used on Eurojust's intranet, electronic or printed corporate publications, social media channels (Twitter and LinkedIn), external website, conferences, seminars and other events. This use of audiovisual (AV) material is in accordance to strategic objectives of promoting Eurojust visibility and branding as described on the Action Plan on External Communication, and Eurojust's Multiannual strategy for 2019 – 2021.

Pictures and Videos can also be used to produce tailor made corporate educational material for stakeholders or practitioners, as well as for enhancing Internal Communication.

As part of the responsibilities of the CCU to service Eurojust, the CCU has also the obligation to archive the footage and pictures needed to preserve the Institutional Memory of Eurojust and its contribution to the EU.

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 if needed is pictures and video shoots.

In some circumstances, picture or video can be accompanied with the name of the subject that appears on the picture, and the location and date the picture was taken. This information is merely used as an identification of the subject (when this information is relevant), and/or to ensure the proper storage/identification of the picture/video.

Purpose of the processing

Pictures and videos are taken to meet one of the following purposes:

1. To promote Eurojust work and visibility as part of the Eurojust External Communication Action Plan and the Multiannual Strategy 2019-2021, by:
 - a. To foster an understanding of Eurojust's contribution to making the EU safer and to mobilise more support for the EU in general and for JHA cooperation in particular
 - b. to build trust and engagement, encourage case referrals to Eurojust and information sharing with Eurojust.
2. Educational purposes: tailor made corporate AV products for stakeholders and practitioners.

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 video shoots 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

Pictures and videos will be taken by digital video and photo camera, or by corporate mobile devices equipped with camera, and they will be stored digitally in appropriate formats (e.g. .jpeg, .png, .mp4, .mov).

Pictures and videos will be stored digitally in a separate drive on the secure Eurojust servers.

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

For the purposes detailed above in section 2, access to your personal data is only possible for the authorised staff members working at Corporate Communications Unit.

Selected material may be made available on the Eurojust intranet (accessible to all post holders) and to event participants and organisers from other organisations.

Photos and videos selected for publication on the Eurojust website, social media channels, publicly distributed publications and videos are available to the general public.

In some cases, photos and videos approved for public use may be shared with other organisations to use in their publications, websites or public products.

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?

1 – In line with Article (4)(1)(e) of the Regulation (EU) 2018/1725, selected pictures and videos of events, that are considered of historical or administrative value under AD decisions 2017-03 and 2017-04 on the Eurojust historical archives and the retention schedule, after 2 years will be transferred to the internal organisational memory and archived but subject to regular reviews. The same process will apply, with transfer to the after 10 years, to the selected video projects that explain and promote the work of Eurojust and are a part of the strategic objectives set out in the External Communication Action Plan.

2 - Based on specific consent, photos and video footage produced in particular to be used not only in a specific project but in future corporate projects unspecified at the time of recording: 5 years after the 1st of January of the calendar year they were taken.



3 - Pictures of events and visits which are not considered of historical value, farewells, internal meeting, social events, trainings, workshops or any other events pictures: 2 years after the 1st of January of the year that were taken, after which they will be deleted.

4 - Portraits of National Members, Heads of Departments/Units/Offices/Networks and Administrative Director will be considered of historical or administrative value under AD decisions 2017-03 and 2017-04 on the Eurojust historical archives and the retention schedule after 2 years will be transferred to the internal organisational memory and archived but subject to regular reviews.

5 - Other staff portraits, Unit pictures, pictures of contractors, visitors and group photos: 2 years after the 1st of January of the year that were taken, after what they will be deleted manually.

6 – Consent forms signed by the data subjects the same time period as the photo or video is kept.

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 \(EDPS\)](#) via email: edps@edps.europa.eu or following the link: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en.