



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
Picture and Video processing		
1.	Last update of this record	
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	CCU-01 (JAN 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.]	Head of Corporate Communications Unit EU Agency for Criminal Justice Cooperation Contact details: Postal address: P.O Box 16183 2500 BD the Hague, The Netherlands Telephone: 0031 70 412 55 25 Email: DP_comms@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.

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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).]	LUMIERE Consortium coordination@lumiere-film.eu Data processor acts on basis of FWC P0/2018-02/A4
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).]	CCU processes pictures and audio-visual materials of Eurojust post holders and visitors. Pictures and audio-visual (AV) materials are used on Eurojust's intranet, electronic or printed corporate publications, social media channels (Twitter and LinkedIn), external website, conferences, seminars and/or events (events can be organized by Eurojust or externals). This use of AV material is in accordance to strategic objectives of promoting Eurojust visibility and branding as described on the Action Plan on External Communication for 2019 (APEC2019), and Eurojust's Multiannual strategy for 2019 – 2021. Pictures and videos can also be used to produce tailor made educational material for stakeholders or practitioners, as stated in the APEC2019 as well, as well as for enhancing internal communication.
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.]	Pictures and video productions produced by the Corporate Communication Unit at Eurojust may include pictures/videos of one or more categories of data subjects: <ol style="list-style-type: none"> 1. Eurojust postholders 2. A specific subgroup of EJ postholders acting in public capacity/as public persons (e.g. Eurojust's National Members, the Administrative Director, Liaison Prosecutors to Eurojust, Eurojust's spokespersons mandated to represent Eurojust in the media) 3. External visitors and participants in events organized by Eurojust. 4. External visitors – acting in their public capacity/as public persons, such as prosecutors general, ministers, European Commissioners, members of parliament and persons of equal status; Pictures and video productions may be received from post holders and partner organizations either participating in events taking place at Eurojust, or in events/meetings taking place elsewhere. In this case, the informed consent to store and disclose the picture/video of all data subjects by

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		Eurojust will be requested from the sending party.
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>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. This is based on Council Regulation 354/1983 concerning the opening to the public of the historical archives of the European Economic Community and AD Decisions 2017-03 and 04 on the implementing thereof.</p> <p>Pictures</p> <ul style="list-style-type: none"> • Pictures -of external visitors acting in their public capacity (category 4)-, official portraits of persons falling in category 2, pictures of major events for the mandate of Eurojust including data subjects falling in any categories are considered to be of historical value to Eurojust. Such pictures are subject to preservation under AD decisions 2017-03 and 2017-04 on the Eurojust historical archives and the retention schedule, after two years of administrative retention the data will be archived, but subject to the regular reviews. • Pictures of events and visits not to be considered of historical value to Eurojust (e.g. study visits, farewell events, internal meetings, social events, trainings, workshops or any other events of this nature, unit pictures, contractors, visitors and group photos) will be kept for 2 years after the 1st of January of the calendar year that were taken, after what they will be deleted (manually). <p>Video</p> <ul style="list-style-type: none"> • Video productions that explain and promote the work of Eurojust and serve -the strategic objectives set out in the External Communication Action Plan, are of historical value to Eurojust. These videos as considered to be subject to preservation according under AD decisions 2017-03 and 2017-04 on the Eurojust historical archives and the retention schedule and after ten years of administrative retention the data will be archived, but subject to the regular reviews. • Stock footage recorded with the express permission of the participants for use in the above-mentioned videos and projects undefined at the time of recordings (to illustrate recurring actions at Eurojust, e.g. coordination meetings and centres) serve a historic and administrative purpose. Such stock footage, based on the consent of the data subjects, will be kept for a specified time period (by

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		<p>default 5 years), to be used in video productions during that time.</p> <ul style="list-style-type: none"> Video productions not to be considered of historical value will be kept for 2 years after the 1st of January of the calendar year that the video was produced, after which they will be deleted (manually).
10.	<p>Recipients of the data</p> <p>[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).]</p>	<p>CCU</p> <p>Only authorised staff members of the CCU have access to the personal data related to photos and videos for purposes of processing and storing photos and videos.</p> <p>Eurojust postholders</p> <p>Photos and videos posted on Eurojust's intranet or that are stored on data servers become available to other postholders. The data server and intranet will be accompanied by a disclaimer specifying strict limitations prohibiting further use and/or disclosure of the pictures/videos without explicit prior consent.</p> <p>Stakeholders and partners</p> <p>When photos and videos are shared with Eurojust's partners in the organization of events the partners will be informed of the applicable limitations related to any further use and/or disclosure of the pictures/videos.</p>
11.	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p> <p>[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.]</p>	N/A
12.	<p>General description of security measures, where possible.</p> <p>[Include a general description of your security measures that you could also provide to the</p>	Photos and videos are stored within the secure ICT environment of Eurojust.

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	public.]	
13.	<p>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</p> <p>[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.]</p>	<p>DPN for photos and videos</p> <p>A specific data protection notice will be issued by the events organiser and included in the invitation for each public event organised at Eurojust.</p>

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.