



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
		Library circulation (loans and reservations of physical items)
1.	Last update of this record	
2	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	CCU-03 (January 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.]	-
6.	Name and contact details of processor (where applicable) [If you use a processor (contractor) to	-

Nr	Item	Description
	process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or pre-employment medical checks).]	
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).]	The purpose of the data processing to track the Library collection, loans and reservations of physical books and journals. To achieve this, an Integrated Library System - KnowAll is implemented in the Library.
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.]	All post holders of Eurojust. The personal data that KnowAll requires are: persons' names and surnames, their function, corporate telephone number, corporate email address, their office number and department.
9.	Time limit for keeping the data [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).]	Data is kept continuously while the post holder stays at Eurojust. The data of post holders who leave Eurojust is deleted within a month from the start of the calendar year after the year they left.
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).]	ICT Operations who maintain Knowall as one of the Eurojust IT tools. On request from post holders (usually administrative assistants) the Library provides information on the current loans of another post holder in the same desk or unit. This is done with the knowledge of the post holder and usually serves the purpose of making the exit process easier.
1	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	No

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	ensure safeguards.]	
1 2.	General description of security measures, where possible. [Include a general description of your security measures that you could also provide to the public.]	Access to personal data in the ILS database is restricted to Library staff members and ICT Operations' system administrators.
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.]	<i>Data protection notice (could be a hyperlink or a file attached to this record)</i> http://intranet/Administration/PO/Library/Pages/default.aspx