



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
Intranet and EJ Monthly		
1.	Last update of this record	
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	CCU-05 (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.]	N/A
6.	Name and contact details of processor (where applicable)	Authorised staff members (usually one per Unit, and several for

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	[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).]	overall coordination from CCU and IM/ELU.
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 Eurojust intranet and the EJ Monthly contain information of post holders (text and images) and visitors (names and images) for the purpose to provide information on ongoing events, enable contacts and enhance 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.]	All post holders of Eurojust: <i>Contact information on who is who pages and phone directory:</i> <ul style="list-style-type: none"> • persons' names and surnames, • their function, office and work mobile telephone number, • office email address, their office number and department <i>Other personal data</i> <ul style="list-style-type: none"> • In addition, for some post holders based on their request and consent, the intranet has photos. • For national desk personnel, the intranet pages also often have a short professional resume / background. <p>The intranet may be used to temporarily share photos of events where – with advance notification and consent– pictures were taken of the participants.</p> Visitors of Eurojust / participants of events: The intranet homepage slideshow and EJ Monthly contain photos that are taken with the consent of the data subject and are published with name(s). Consent may not be specifically requested if the photo is of a public figure visiting Eurojust in their official capacity, however even then all the persons will be duly informed about the photo taking and provided an opportunity to express their wish to appear or not in the photos.
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:	Contact information data is kept continuously while the post holder stays at Eurojust and is updated when necessary (e.g. change of job function). 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 at the latest from the who is who lists and immediately upon leaving Eurojust by IM from the phone directory. The EJ monthly issues are not updated or deleted. All internal

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	<p>candidates who made it onto the reserve list vs. those who did not).]</p>	<p>newsletters have an administrative retention period of one year, after which they will be preserved in the historical archives for ten years after which a second review is performed.</p> <p>The intranet slideshow contents are updated continuously. Images used in a calendar year are deleted within a month from the start of the next calendar year.</p> <p>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.</p>
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>Every post holder.</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>	<p>No</p>
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 public.]</p>	<p>The intranet content (including the EJ Monthly) is backed up on Eurojust servers.</p>

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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><i>Data protection notice</i></p>