



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
DATABASE OF CONTACT DETAILS OF MEDIA REPRESENTATIVES		
1.	Last update of this record	
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	CCU-07 (February 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 the Corporate Communications Unit media@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)	

Nr.	Item	Description
	[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).]	
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 CCU needs to process the contact details of a wide range of media representatives from the EU Member States, third States and the European press to inform the European citizen of the activities of Eurojust. The CCU will target the media representatives depending on the involved countries and their indicated interest in the crime types.
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.]	<p>The media team of Eurojust collects: first and last name of the media representative, e-mail address, name of the media organisation, telephone number (if agreeing to be contacted by telephone), country(ies) where they work, country(ies) where they publish, method by which the contact details were obtained.</p> <p>The data in this database of media representatives is gathered as follows:</p> <ol style="list-style-type: none"> 1. for media representatives who have confirmed their interest by e-mail, Eurojust keeps the correspondence as proof of consent; 2. subscribers to the media contact list via the Eurojust website are informed that they give explicit consent to be added to the list; and 3. business cards that are handed to the media team and giving consent for using their details to send press releases, Eurojust newsletters and similar corporate communications publications. <p>A sentence providing the possibility to unsubscribe from the contact lists is added to all Eurojust corporate communications.</p>
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).]	<p>The media team keeps the data and updates the database constantly when changes arise, such as when an out-of-office message is received stating that the person is no longer a journalist or the person asks for his contact details to be removed from the list.</p> <p>A reminder of the possibility to unsubscribe from the Eurojust media database is included every time the press release or another publication is transmitted.</p>

Nr.	Item	Description
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).]	The recipients of the data are the authorised postholders of Eurojust on a strictly need-to-know basis, such as the Reception Desk in the event of a press conference or the IT Unit in the event of technical development of the storage tool.
11.	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 ensure safeguards.]	NO
12.	General description of security measures, where possible. [Include a general description of your security measures that you could also provide to the public.]	The database is stored on the secure IT network and accessible only by Eurojust authorised staff members working on press matters.
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.]	<u>Data protection notice</u> referred to in all correspondence.