



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
Contact list/distribution list/shared mailbox of the Focus Group of prosecutors fighting migrant smuggling		
1.	Last update of this record	April 2020
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	CU-02 (April 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 Casework Unit operations@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) [If you use a processor (contractor) to process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or	Duly authorized staff members within Eurojust's Casework Unit. Contact email: FocusGroup@eurojust.europa.eu

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	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).]	<p>The purpose of the processing is to maintain and update a list of the members of the Focus Group appointed and selected by the competent national authorities in order to enable contacts related to activities of the Focus Group, which Eurojust supports, in particular sharing of non-operational information/documents and the organization of the annual Focus Group meeting.</p> <p>The purpose of the processing is hence to collect and manage information, necessary to administrate the FG and to invite, verify and authorize new members to the FG</p>
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>Members and representatives of the judiciary community (prosecutors, judges, investigative judges) of EU Member States.</p> <p>The personal data processed are as follows: name, surname, function, work address, corporate telephone number, corporate fax and corporate email address.</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 data contained in the contact list are regularly reviewed (every six months).</p> <p>As soon as Eurojust is notified about the changes of the position or personal details of a person, the data in the list are updated, or if no longer necessary, deleted.</p> <p>At the occasion of the Focus Group annual meeting the members will be asked to review and/or update their contact details.</p>
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).]	<p>Only the respective National Desks of Eurojust and duly authorised Eurojust staff members from Casework Unit will have access to the data on the need to know basis.</p> <p>With regard to the organization of the annual meeting – and solely for this purpose – duly authorized staff members from Executive Support Team, Budget, Finance and Planning, Security and the Events and Logistics Units will also have access to the data on the need to know basis.</p> <p>To fulfil the aim of the Focus Group and to foster international judicial cooperation, the data of the contact list will be shared (only) amongst the members of the Focus Group and the respective National Desks on the basis of the consent of those on the list.</p>

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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>	No.
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>	Data will be processed and stored in the Eurojust secure ICT environment, with restricted access only on the need to know basis.
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>	Data protection notice attached to this record.

DATA PROTECTION NOTICE

Regarding the processing of personal data in the context of The Focus Group of prosecutors and judges fighting migrant smuggling

1. Context and Controller

On 6 December 2018 the Council of the European Union approved a “*comprehensive and operational set of measures*” to enhance the response to migrant smuggling networks. One of the adopted measures included a call for Eurojust “*to continue facilitating the networking of practitioners to foster the exchange of best practice, identify challenges and lessons learned in investigation and prosecuting migrant smuggling cases, including by considering the necessity to set up a prosecutors’ network to that end*” (Council document 15250/18).

On 5 November 2019, the College of Eurojust decided to establish a “Focus Group” of prosecutors and investigating judges specialized in or dealing with migrant smuggling cases.

The aims of the Focus Group are:

- to establish a privileged relation amongst practitioners in the field of smuggling of migrants,
- to facilitate the sharing of their expertise with the support of Eurojust,
- to disseminate strategic documents, best practices and other relevant reports that might be of interest to and helpful for the participants, and
- to receive input from practitioners on current issues, problems but also opportunities in judicial cooperation.

A meeting of the Focus Group members will take place once a year at Eurojust.

The processing of personal data 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 (hereinafter – Regulation (EU) 2018/1725).

The data controller is the Head of Casework Unit and can be contacted via the email address operations@eurojust.europa.eu.

2. What personal information do we collect, for what purpose, under which legal bases and through which technical means?

Types of personal data

The personal data processed are as follows: name, surname, function, work address, corporate telephone number, corporate fax and corporate email address.

Purpose of the processing

The purpose of processing the personal data is to maintain and update a list of the members of the Focus Group appointed and selected by the competent national authorities in the EU in order to enable contacts related to activities of the Focus Group, which Eurojust supports, in particular sharing of non-operational information/documents and the organisation of the annual Focus Group meeting.

Legal basis

Processing is necessary for the performance of tasks in the public interest or in the exercise of official authority vested in the Union institution or body (Art. 5 (1) (a) of the Regulation (EU) 2018/1725); carried out in support of the Focus Group. The personal data from the contact list will only be shared with the other members of the group and the National Desks at Eurojust 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 data controller via operations@eurojust.europa.eu and/or the administrator of the Focus Group via FocusGroup@eurojust.europa.eu and we will do what is technically and organisationally possible to accomplish your request as soon as possible.

Technical means

We collect this information via email from your respective National Desk at Eurojust or from you directly. We will store those data in Eurojust secure ICT environment with restricted access to duly authorised post holders of Eurojust on the need to know basis.

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

Only the respective National Desks of Eurojust and duly authorised Eurojust staff members from Casework Unit will have access to the data for the purpose described above.

With regard to the organisation of the annual meeting – and solely for this purpose – duly authorised staff members from Executive Support Team, Budget, Finance and Planning, Security and the Events and Logistics Units will also have access to the data on the need to know basis.

To fulfil the aim of the Focus Group and to foster international judicial cooperation, the data of the contact list will be shared amongst the members of the Focus Group and the National Desks.

4. How do we protect and safeguard your information?

The information is electronically archived in the Data Management System of Eurojust, a secured network. All IT tools at Eurojust are developed according to a standard set of security and are thoroughly tested accordingly, to ensure robustness and reliability.

5. How long do we keep your personal data?

The data contained in the contact list are regularly reviewed (every six months). As soon as Eurojust is notified about the changes of the position of a person, the data in the list are updated, or if no longer necessary, deleted.



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 data controller by using the following email address: operations@eurojust.europa.eu and/or the administrator of the Focus Group via FocusGroup@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 at 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](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en)).

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