



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
<p>Ad hoc meetings with externals (incl. study visits to Eurojust where the Casework Unit participate, missions of Casework Unit post holders) and the punctual processing of data of external individuals wishing to obtain access to the Council of Europe (CoE) dedicated website on the Handbook on controlled deliveries (“Handbook”).</p>		
1.	<p>Last update of this record</p>	<p>July 2020</p>
2.	<p>Reference number [For tracking, please contact the DP Office for obtaining a reference number.]</p>	<p>CU-05 (July 2020)</p>
3.	<p>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.]</p>	<p>Head of the Casework Unit. operations@eurojust.europa.eu</p>
4.	<p>Name and contact details of DPO</p>	<p>dpo@eurojust.europa.eu</p>
5.	<p>Name and contact details of joint controller (where applicable)</p>	<ul style="list-style-type: none"> • In the case of <i>ad hoc</i> meetings: agendas (CWU creator), PPTs (CWU user), Lists of visitors (CWU user), memos and mission reports (CWU creator and/or user). • In the case of the punctual processing of data of external individuals wishing to obtain access to the CoE dedicated website on the Handbook: the CoE and the Head of CWU are joint controllers. On 6 June 2018, the CoE’s Pompidou Group launched a new online handbook on controlled deliveries. The handbook is hosted in a dedicated platform that is managed by the CoE (product owner) and that is accessible only by registered practitioners. The contact details of the CoE’s Data Protection Officer are: dpo@coe.int. Contact details of single contact points for controlled deliveries in

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	<p>[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.]</p>	<p>each State are provided. The CoE begun granting access codes for judicial and law enforcement authorities. Eurojust assists by transmitting to the CoE the details of the national contact points, as received from the national <i>authorities</i>.</p>
6.	<p>Name and contact details of processor (where applicable)</p> <p>[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).]</p>	<p>Duly authorized staff members within Eurojust's Casework Unit.</p> <p>Contact email: operations@eurojust.europa.eu</p>
7.	<p>Purpose of the processing</p> <p>[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>	<ul style="list-style-type: none"> • In the case of <i>ad hoc</i> meetings, the purpose of the processing is to keep the contact list of the participants for organisational reasons related to the meeting, in particular sharing of non-operational information (not containing any personal data). The purpose of the processing is hence to collect and manage information necessary to the organization and practical management of the event. The personal data on the participants is received from the platform Events Force used by Eurojust. • The purpose of the punctual processing in the framework of the Handbook is to collect data of external individuals wishing to obtain access to the CoE dedicated website (transfer of the updated data provided by the NDs to the CoE) https://www.coe.int/en/web/portal/disclaimer.
8.	<p>Description of categories of persons whose data are processed and list of data categories</p> <p>[In case data categories differ between different categories of persons, please explain as well.]</p>	<p>Members and representatives of the judiciary community (prosecutors, judges, investigative judges) of EU Member States.</p> <p>In case of <i>ad hoc</i> meetings, the processing will be extended to all participants that may include: members and representatives of public administrations, strategic partners or university students.</p> <p>The personal data processed are as follows: name, surname, function, work address, corporate telephone number, corporate fax and corporate email address. For the purpose of the Handbook, preference is given to functional mailboxes (without personal data). Should this not be possible, only the name, surname, function and email address of the contact person are processed.</p>

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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>The data contained in the contact lists are regularly reviewed (every six months). On that occasion, the list of participants to <i>ad hoc</i> meetings is also assessed whether there remains a need-to-know basis to keep them or not as for follow-up of the meeting within the next 6 months. In the negative, the data are deleted.</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. The email providing this information is kept, until the next verification exercise takes place (twice a year).</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>For the elaboration of the contact lists of the participants to <i>ad hoc</i> meetings and to the extent necessary to the organization of the <i>ad hoc</i> meeting, the lists will be shared with the respective National Desks of Eurojust on the need-to-know basis.</p> <p>With regard to the organization of the <i>ad hoc</i> meetings – and solely for this purpose – duly authorized staff members from Governance Secretariat, Executive Support Team, Budget, Finance & Planning, Security, IM and the Events & Logistics Units will also have access to the data on the need-to-know basis.</p> <p>When the meeting is co-organised by IAO and/or the Governance Secretariat, these units will have access to the data as recipients on the need-to-know basis. To fulfil the aim of the Handbook and to foster international judicial cooperation, the data of the EU Member State contact points, as received from the National Desks, will be shared with the CoE and the respective National Desks on the basis of the consent of those accepting to be contact point.</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>Data will be processed and stored in the Eurojust secure ICT environment, with restricted access only on the need-to-know basis.</p> <p>Data collected will be protected to a level that is appropriate to its sensitivity and will be accessible exclusively to authorized staff.</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>Data protection notice attached to this record and published on Eurojust website.</p>

DATA PROTECTION NOTICE

Regarding the processing of personal data in the context of *Ad-hoc* meeting with externals and punctual processing of personal data of external individuals

1. Context and Controller

In the fight against crime Eurojust ensures the option of additional *ad hoc* meetings with stakeholders and external visitors at Eurojust. This includes meetings with practitioners in specific crime areas, study visits or the like where the Casework Unit (CWU) participate. It would also include missions of CWU staff to meetings organized by stakeholders.

On 6 June 2018, the Council of Europe's (CoE) Pompidou Group launched a new online handbook on controlled deliveries. Allowing and supervising illicit or suspect consignments to exit, cross, or enter the territory of one or more States aims to investigate an offence and identify the persons involved in its commission. The handbook is hosted in a dedicated platform that is managed by the CoE (product owner) and is intended to assist judicial and law enforcement authorities in their efforts to respond efficiently to cross-border criminal offences. By providing information to the practitioners in an easily accessible and constantly updated online format, through a national contact point, the handbook helps enhancing the coordinated international response required to effectively tackle cross-border organised crime. Through a punctual processing of personal data, Eurojust conveys the data to the CoE on the external individuals wishing to obtain access to the CoE dedicated website. These external individuals have been appointed by their home authorities in the EU Member States.

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 the Operations Department and can be contacted via the email address: operations@eurojust.europa.eu.

For the handbook, the joint controller is the CoE., which can be contacted via the email address: dpo@coe.int

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 refers to members and representatives of the judiciary community (prosecutors, judges, investigative judges) of EU Member States.

In case of *ad hoc* meetings, the processing will be extended to all participants that may include: members and representatives of public administrations, strategic partners or university students.

The personal data processed are as follows: name, surname, function, work address, corporate telephone number, corporate fax and corporate email address. For the purpose of the Handbook, preference is given to functional mailboxes (without personal data). Should this not be possible, only the name, surname, function and email address of the contact person are processed.

Purpose of the processing

The purpose of processing the personal data differs between the two cases.

In the case of *ad hoc* meetings, the purpose of the processing is to keep the contact list of the participants for organisational reasons related to the meeting, in particular sharing of non-operational information (not containing any personal data). The purpose of the processing is hence to collect and manage information necessary to the organization and practical management of the event. The personal data on the participants is received from the platform Events Force used by Eurojust.

The purpose of the punctual processing in the framework of the handbook is to collect data of external individuals wishing to obtain access to the CoE dedicated website.

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).

In the case of the handbook, the relevant data will be shared with the CoE, based on your explicit consent (Art. 5 (1) (d) of the Regulation (EU) 2018/1725). 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 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 Desk and duly authorised Eurojust staff members from Casework Unit will have access to the data for the purpose described above and only on the need-to-know basis.

With regard to the organization of the *ad hoc* meetings – and solely for this purpose – duly authorized staff members from Governance Secretariat, Executive Support Team, Budget, Finance & Planning, Security, IM and the Events & Logistics Units will also have access to the data on the need-to-know basis.

When the meeting is co-organised by IAO and/or the Governance Secretariat, these units will have access to the data as recipients on the need-to-know basis. To fulfil the aim of the handbook and to foster international judicial cooperation, the data of the EU Member State contact points, as received from the National Desks, will be shared with the CoE and the respective National Desks on the basis of the explicit consent.



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 and updated (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 CoE's Product Manager at dpo@coe.int

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).