



## 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><b>[please insert the title of the activity]</b></p> <p><b>Implementation of all the applicable provisions on the protection of personal data at Eurojust including Eurojust Regulation, Regulation 2018/1725, data protection rules and decision on restrictions pursuant to Article 25 of Regulation 2018/1725</b></p>		
1.	<b>Last update of this record</b>	
2.	<b>Reference number</b> [For tracking, please contact the DP Office for obtaining a reference number.]	<b>DPO-01 (Dec 2019)</b>
3.	<b>Name and contact details of controller</b> [Use functional mailboxes, not personal ones, as far as possible - this saves time when updating records and contributes to business continuity.]	Data Protection Officer and Head of the Data Protection Office, <a href="mailto:dpo@eurojust.europa.eu">dpo@eurojust.europa.eu</a>
4.	<b>Name and contact details of DPO</b>	<a href="mailto:dpo@eurojust.europa.eu">dpo@eurojust.europa.eu</a>
5.	<b>Name and contact details of joint controller (where applicable)</b> [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.]	Not applicable
6.	<b>Name and contact details of processor (where applicable)</b> [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-	Not applicable

Nr.	Item	Description
	employment medical checks).]	
7.	<p><b>Purpose of the processing</b></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>	<p>The processing activities aim to monitor the compliance of Eurojust with the applicable provisions on the protection of personal data and to assess the risks incurred by Eurojust in this area.</p>
8.	<p><b>Description of categories of persons whose data are processed and list of data categories</b></p> <p>[In case data categories differ between different categories of persons, please explain as well.]</p>	<p><b>Categories of persons whose data are processed:</b> post-holders of Eurojust, European Data Protection Supervisor (EDPS), national data protection authorities and EU organisations as well as any data subject.</p> <p><b>List of data categories:</b> first names, last names, contact details, job title, function, organisational entity, department, identity documents, power of attorney, start and end dates for the period of requested access to the Case Management System (CMS), details of the requested access to the CMS (including temporary work files and index, shared mailbox, user accounts and system tables).</p>
9.	<p><b>Time limit for keeping the data</b></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>Maximum retention period of three years, pursuant to Annex 1 appended to the data protection rules of Eurojust (row 5).</p>
10.	<p><b>Recipients of the data</b></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>Post-holders of the Data Protection Office, post-holders of Eurojust for inspections of Eurojust by the EDPS, post-holders of the relevant administrative entity or national desk for requests to exercise the fundamental rights of data subjects, post-holders of the EDPS for complaints, post-holders of the Court of Justice for legal actions.</p>
11.	<p><b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b></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</p>	<p>No</p>

Nr.	Item	Description
	DPO for more information on how to ensure safeguards.]	
12.	<p><b>General description of security measures, where possible.</b></p> <p>[Include a general description of your security measures that you could also provide to the public.]</p>	<p>Electronic databases accessible to members of the Data Protection Office only; password-protected computers and encrypted e-mails.</p> <p>Confidential hard copies are kept in a safe which can only be opened with a key and a password. The latter is changed every six months. Lockable cabinets and cupboards.</p>
13.	<p><b>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</b></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 (could be a hyperlink or a file attached to this record)</i></p>