



## 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
<b>Canon printing service and print / copy log</b> Canon system consists of the following items: <ul style="list-style-type: none"><li>• The uniFlow server for managing the “follow me” printing</li><li>• the IWMC server for collection the printing / copying counting records from all Multi-Function Devices and to report the figures to Canon service for invoicing purposes</li><li>• several Multi-Function Devices within Eurojust building; where users can printout the documents, scan the documents and produce photocopies</li></ul>		
1.	<b>Last update of this record</b>	05/11/2019
2.	<b>Reference number</b> [For tracking, please contact the DP Office for obtaining a reference number.]	ELU-01 (Dec 2019)
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.]	Head of Logistic Sector <a href="mailto:usersupport@eurojust.europa.eu">usersupport@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.]	n/a

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6.	<p><b>Name and contact details of processor (where applicable)</b></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>	n/a
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>	To facilitate printing, copying and scanning documents
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>The following personal data are processed within Canon system:</p> <ul style="list-style-type: none"> <li>- Eurojust users: email account and network account name following Eurojust account naming convention, i.e. concatenation of the first name left character and last name)</li> <li>- Various personal data might be included in print / scan related items, i.e. the image and the file name of the image</li> </ul>
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>The user account related information is processed and kept for the duration of the employment / engagement at Eurojust</p> <p>The document image related data is retained up to 24 hours</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>The information about the users' accounts are accessed and managed by:</p> <ul style="list-style-type: none"> <li>• User Support team, who is creating and managing users account;</li> <li>• Application managers, who are managing the access permission S</li> <li>• System administrators from Back Office team, who are managing the servers and system software.</li> </ul> <p>The personal data related to the image of the document are accessible only by the user, who is creating the print job. The scanned document image is accessible by the user, who is authenticated on the</p>

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		MFD and producing the scanned document file.
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 DPO for more information on how to ensure safeguards.]</p>	no
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>The measures for protecting the data are as follows:</p> <ul style="list-style-type: none"> <li>- Each user has to authenticate at the MFD before printing a document. The authentication is carried out by presenting physical access control badge at the card reader embedded into the Canon MFD.</li> <li>- When using the Canon print service for the first time user has to associate the badge with the user account name at the one of the MFD. The relationship is based on globally unique badge number, which is generated by the badge manufacturer.</li> <li>- User can see only the list of his/her pending print job on any MFD in the building.</li> <li>- As the print image and the file name are encrypted from end to end (from user computer to the MFD), any personal data could not be retrieved from files on transit between the computer and MFD.</li> </ul>
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</p>	The data protection notice is available at the Copy / Printer corner (see attached document "Canon MFP notice")

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	and adds no administrative burden, since it already exists.]	