



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
Host State Relations services for Eurojust post-holders.		
1.	Last update of this record	17/03/2020
2.	Reference number	HRU-02 (March 2020)
3.	Name and contact details of controller	Head of Human Resources Unit HoHRConfidential@eurojust.europa.eu
4.	Name and contact details of DPO	dpo@eurojust.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor	Eurojust staff in the HR Admin Sector, HSR@eurojust.europa.eu Relevant Dutch governmental authorities and government-recognised companies for: registration in the Netherlands (Ministry of Foreign Affairs, DPG-Service@minbuza.nl); determining the tax status and processing VAT refunds (Belastingdienst, IFB.Diplomatieke.Privileges@belastingdienst.nl), Forax info@forax.eu , Diplomatic Card Company info@diplomaticcard.nl and if chosen by the post-holder to purchase duty-free goods, Diplomatic Supply Europe, diplomatsupplyeurope@gmail.com , and Chacalli, koen@chacalli.be); registering and de-registering vehicles (Rijksdienst voor het Wegverkeer, BijzondereKentekens@rdw.nl) and for parking, gereserveerdeplaatsen.parkeren@denhaag.nl); obtaining health insurance (socialsecurity@minbuza.nl); opening a bank account (ABN Amro, Appointmentdesk.internationals@nl.abnamro.com).

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7.	Purpose of the processing	<p>To provide Host State Relations services, including the obligation to register post-holders and their family members with the Ministry of Foreign Affairs (MFA) and/or municipality (<i>Art 21 Agreement between the kingdom of the Netherlands and Eurojust</i>), to obtain ID cards, to register/deregister vehicles, to obtain certificates of tax exempt status and to process duty free orders and VAT refunds.</p> <p>To provide relocation services upon request to new post-holders on arrival, including support to open a bank account, finding accommodation, registering with schools, and obtaining health insurance.</p>
8.	Description of categories of persons whose data are processed and list of data categories	<p>Persons</p> <p>Eurojust staff members (TA/CA), National Members, Deputy National Members, Assistants to National Members, Liaison Prosecutors, Deputy Liaison Prosecutors, Seconded National Experts, and any registered family members, if applicable.</p> <p>Data categories</p> <p>For post-holders and family members residing at the same address to be registered: name, DOB, nationality/ies, gender, marital status, address, country and city of birth, dates of entry/leaving the Netherlands, social security number (BSN), copy of passport/ID card or birth certificates for infants without passports, ID photos, marriage certificate (if a name change or change in civil status in the MFA registration is required).</p> <p>Additional details for post-holders: contact details, employment contract/appointment details, vehicle information (if applicable), MFA registration details and ID number, bank account number for VAT reimbursements.</p>
9.	Time limit for keeping the data	<p>Copies of ID documents and photos are retained in the archive of the HR Unit only until the ID card or document requested has been received by the post-holder, after which they are destroyed manually (deleted/shredded).</p> <p>Data in the MFA ePortal is deleted by the Host-State once the post-holder has been de-registered (within 3 months of leaving the service).</p> <p>Information relating to fiscal privileges and MFA registration is retained by the HR Unit for 2 years after the post-holder leaves Eurojust to enable the final processing of entitlements (in particular VAT refunds, which take up to 2 years for the Belastingdienst to issue payment), and to ensure the correct entitlements are granted if the post-holder returns to the Netherlands, as returning within 12 months can impact the</p>

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		privilege status.
10.	Recipients of the data	Eurojust recipients: staff in the HR Admin Sector and the Head of HR as data controller. Outside Eurojust: required data is shared with the authorities listed in point 6 on a need to know basis for the purpose of processing the registration or request.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No.
12.	General description of security measures, where possible.	Access to the HSR mailbox and Document Management System is restricted to staff in the HR Admin Sector. Any original documents are kept in locked offices only for as long as required to process the request and then destroyed. Access to the MFA ePortal and the right to process fiscal privileges and VAT claims is restricted to specific staff members (3 members of HR Admin and the Head of HR), whose signatures and contacts are regulated in a Note Verbale issued by Eurojust to the MFA.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Data subjects are informed through the Data Protection notice in the Eurojust public website