



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
List of Eurojust Contact Points appointed by third States		
1.	Last update of this record	
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	IAO-01 (Jan 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 Institutional Affairs Office institutional.affairs@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	Duly authorized staff members of IAO.

Nr.	Item	Description
	or pre-employment medical checks).]	
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>	<p>The purpose is to facilitate judicial cooperation in criminal matters between Eurojust and third States, by collecting relevant contact details data and keeping it updated.</p> <p>Information is processed only to collect relevant contact details of CPs, so as to enable contacts between members of the National Desks and Contact Point in a given third State. The personal data is only accessed by those who need to process them (National Desks and duly authorized staff members).</p>
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>Categories of persons are: officials appointed by their competent national authorities in Prosecutors Generals Offices/Ministry of Justice/Embassies of third States.</p> <p>Categories of data are: name and surname, title, corporate contact details (postal address, phone numbers, fax, email addresses).</p>
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 contact points or their national authorities fill out a form (attached) to be included in the list of Eurojust Contact Points. These forms are sent to Eurojust (directly to IAO). They are kept as long as Eurojust is not informed of any changes. They are shredded (if in paper form) or deleted (if electronically) if Eurojust is informed that the data is not correct anymore (due to replacement or departure of that individual contact point). The overview of contact points is regularly updated whenever Eurojust is informed of a change of the initial appointment information.</p> <p>New entries (new Contact Points, or updates spontaneously provided by third States officials) are processed without any delay.</p> <p>Confirmation of data for all entries is carried out once per 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>The recipients are National Desks members and duly authorized staff members from IAO and Executive Support Team. The purpose is to enable contacts between National Desks and Contact Points, and occasionally between the Executive Support Team and the Contact Points.No – one outside Eurojust.</p>
11.	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which</p>	<p>No.</p>

Nr.	Item	Description
	<p>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>	
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 is processed and stored in the Eurojust secure ICT environment.</p>
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><i>Data protection notice attached to this record.</i></p> <p><i>The same data protection notice is also attached to the Appointment form third States officials must fill in.</i></p>



Data Protection Notice

1. Context and Controller

The appointment of Eurojust Contact Points in third States is a valuable tool for improving cooperation between the Member States of the European Union and third States through Eurojust. This is particularly true for those States with which Eurojust has not concluded a cooperation agreement, or for which the conditions set forth in Articles 55 to 59 of the Eurojust Regulation do not apply. Eurojust maintains updated contact details of the Eurojust Contact Points and the National Desks at Eurojust. In order to facilitate the appointment procedure and transmission of relevant information about the Eurojust Contact Point(s) the national appointing authorities are kindly invited to submit a formal appointment letter to Eurojust, accompanied by an Appointment Form.

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 Institutional Affairs Office (institutional.affairs@eurojust.europa.eu).

2. What personal information do we collect, for what purpose, on which legal basis 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 Contact Points appointed by the competent national authorities in third States in order to enhance judicial cooperation in criminal matters between Eurojust and such third States.

Legal basis

Processing is necessary for compliance with a legal obligation as indicated in Articles 3(5), 8(1)(c), 47, and 52(3) of the Eurojust Regulation.

Technical means

We collect this information via email and/or in paper form. We store the electronic forms in Eurojust secure ICT environment with restricted access to post holders of Eurojust on the need to know basis. We store the paper forms in a locked cabinet only accessible to the Head of IAO.

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

Members of the National Desks of Eurojust, and duly authorised Eurojust staff members from the Institutional Affairs Office and Executive Support Team will have access to the data for the purpose described above.

Transfers to third countries / international organisations

N/A.

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. Paper files are stored in secured lockers and are destroyed in compliance with security procedures.

5. How long do we keep your personal data?

The data contained in the contact list are regularly reviewed (once per year). 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: institutional.affairs@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: dpo@eurojust.europa.eu.

8. Recourse

You have the right of recourse to the [European Data Protection Supervisor \(EDPS\)](https://edps.europa.eu) via email: edps@edps.europa.eu or following the link: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en.