



## 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>List of Consultative Forum members and their professional contact details</b>		
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>IAO-02 (Jan 2020)</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.]	Head of Institutional Affairs Office (IAO)  <a href="mailto:institutional.affairs@eurojust.europa.eu">institutional.affairs@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.
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-employment medical	Duly authorised staff members of IAO.

Nr.	Item	Description
	checks).]	
7.	<b>Purpose of the processing</b>  [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).]	The purpose of processing the personal data is to maintain a list of Consultative Forum members in order to enable contacts related to the Consultative Forum activities, which Eurojust supports. These activities include, in particular, the organisation of the annual Consultative Forum meeting (sharing draft agendas, compiling attendance list, sharing of CF conclusions for CF approval after the meeting, and any other relevant document of strategic nature).
8.	<b>Description of categories of persons whose data are processed and list of data categories</b>  [In case data categories differ between different categories of persons, please explain as well.]	Categories of persons are: Prosecutors General and Directors of Public Prosecutions, their assistants.  The data categories are: name, surname, function, work address, corporate telephone number, corporate fax number, corporate email address.
9.	<b>Time limit for keeping the data</b>  [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).]	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.
10.	<b>Recipients of the data</b>  [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).]	Duly authorised staff members from IAO, Events and Logistics, Security and Budget, Finance and Planning Unit.  Duly authorised Eurojust staff members from the Institutional Affairs Office, Executive Support Team and the Events and Logistics Unit will have access to the data for the purpose described in section 7. The data of the contact list may be made available to the Consultative Forum members and supporting staff of their offices and Eurojust national desks upon individual request for the purpose to get in contact only if there is a prior informed consent by the data subject.
11.	<b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b>  [E.g. processor in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If	No.

Nr.	Item	Description
	needed, consult DPO for more information on how to ensure safeguards.]	
12.	<b>General description of security measures, where possible.</b>  [Include a general description of your security measures that you could also provide to the public.]	Data will be processed and stored in the Eurojust secure ICT environment, with restricted access only on the need to know basis.
13.	<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>  [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.]	Data protection notice attached to this record.



## **Data Protection Notice**

### **1. Context and Controller**

The Consultative Forum of Prosecutors General and Directors of Public Prosecutions of the Member States of the European Union is hosted at Eurojust since 2010.

The main goals of the Consultative Forum are to:

- Allow the Prosecutors General and Directors of Public Prosecutions of the EU Member States to share experience and best practice in investigating and prosecuting serious and organised crime, in the use of investigation techniques, as well as in judicial cooperation in criminal matters and the use of mutual recognition instruments.
- Discuss any relevant EU legislative and policy initiatives, assess their impact on the work of prosecutorial authorities, and address common conclusions to the EU institutions.
- Provide expert judicial input and actively contribute to the development and implementation of the EU Internal Security Strategy.

A meeting of the Consultative Forum members takes place once a year at Eurojust.

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](mailto: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, corporate email address.

#### ***Purpose of the processing***

The purpose of processing the personal data is to maintain a list of Consultative Forum members in order to enable contacts related to the Consultative Forum activities, which Eurojust supports, in particular the organisation of the annual Consultative Forum meeting.

#### ***Legal basis***

Processing is necessary for the performance of tasks carried out in support of Consultative Forum activities.

The personal data from the contact list will only be shared on the basis of your consent. Please note that you have the right to withdraw your consent at any time. To do that, please contact the data controller via the following e-mail address: [institutional.affairs@eurojust.europa.eu](mailto:institutional.affairs@eurojust.europa.eu) and we will do what is technically and organisationally possible to accomplish your request as soon as possible.

### ***Technical means***

We collected this information via email and we store it in Eurojust secure ICT environment, with restricted access to selected staff members in the Institutional Affairs Office on the need to know basis.

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

Duly authorised Eurojust staff members from the Institutional Affairs Office, Executive Support Team, and Budget Finance and Planning, Security and the Events and Logistics Units will have access to the data for the purpose described above. The data of the contact list may be made available to the Consultative Forum members and supporting staff of their offices and Eurojust national desks upon individual request for the purpose to get in contact only if there is a prior consent by the data subject.

### ***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, 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](mailto: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](mailto: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](mailto:edps@edps.europa.eu) or following the link: [https://edps.europa.eu/data-protection/our-role-supervisor/complaints en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en).