




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 – Document Management System (DMS) audit logs
Processing Document Management System (DMS) audit logs		
1.	Last update of this record	19/12/2019
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	IMU-02 (January 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 IM Unit IMSecretariat@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.]	Not applicable
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 or pre-employment medical checks).]	am@eurojust.europa.eu – monitor for compliance backoffice@eurojust.europa.eu – system performance monitoring, troubleshooting and reconstruction of events

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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 of processing personal data are:</p> <ul style="list-style-type: none"> • Analyse and resolve technical issues • Detect performance issues • Identify failing components • Detect and identify unauthorised access • Ensure compliance with Eurojust regulations and policies
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>DMS users</p> <p>User Login, Documents, Action, Date, Time</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 audit log data is stored for 30 days in database and Archived in files.</p> <p>Automatic log data trimming. Prior to trimming the data is moved to an excel file and archived in restricted folder in DMS for each site collection.</p> <p>The archived files are kept for the duration of 1 year after which they are automatically deleted.</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>Back Office, Application Managers</p>
11.	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which 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>	<p>No</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</p>	<p>Document Management System (DMS) is protected through measures defined in Eurojust ICT Policies and Procedures and industry best practices.</p>

Nr.	Item	Description – Document Management System (DMS) audit logs
	public.]	<u>Security controls</u>
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</i></p>  <p>Data_Protection_notice_DMS_2019.docx</p>