



## 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 – Data extract for e HR and Active Directory
<p>Extract of a limited set of personnel data from eHR and Active Directory for the purpose of establishing and maintaining European Commission Authentication Service (ECAS) accounts managed by DIGIT used for single sign on to EC applications.</p>		
1.	<b>Last update of this record</b>	<b>17/01/2020</b>
2.	<b>Reference number</b> [For tracking, please contact the DP Office for obtaining a reference number.]	IMU-06 (March 2020)
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 IM  <u><a href="mailto:IMSecretariat@eurojust.europa.eu">IMSecretariat@eurojust.europa.eu</a></u>
4.	<b>Name and contact details of DPO</b>	<u><a href="mailto:dpo@eurojust.europa.eu">dpo@eurojust.europa.eu</a></u>
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.]	Not Applicable
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-	<u><a href="mailto:backoffice@eurojust.europa.eu">backoffice@eurojust.europa.eu</a></u> – responsible for the process to deliver the data extract to DIGIT

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	employment medical checks).]	
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 allow staff members to access applications managed through EU Login
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>All staff members with valid and active AD account and an active contract status in the HR system.</p> <p>Login name, employee number, date of birth, email address, surname and given name. Mobile number if provided by the data subject.</p>
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>	The personal data is stored for the duration of the data subject employment with Eurojust and manually deleted after 1 year.
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>	Identity and Access Management Service Sector of DIGIT.
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>	<p>Yes</p> <p>The data extract is sent to the European Commission</p> <p>Information is extracted, merged and filtered by an automated process. File with personal data will be uploaded to a dedicated File Transfer Protocol (FTP) Store created for Eurojust using the Testa network for the transmission with a Secure File Transfer Protocol (sFTP).</p>
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</p>	<p>Personal data is protected through following industry best practices.</p> <p><u><a href="#">Security Controls</a></u></p>

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	provide to the public.]	
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 and adds no administrative burden, since it already exists.]</p>	<p>Data protection notice</p>  <p>IMU-06_Data_Protection_notice_ECAS (Feb</p>