



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
Conflict of Interest and Confidentiality Declaration for Evaluators of the Eurojust JIT Funding		
1.	Last update of this record	June 2020
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	JITs-03 (June 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 JITs Network Secretariat JITS@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).]	Not applicable.

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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>For purposes of grants management, in particular evaluation of JITs funding applications, each Evaluator appointed by Administrative Director as Member of the Evaluation Committee, completes and signs the “Conflict of Interest and Confidentiality Declaration for Evaluators of the Eurojust JIT Funding” (CoI). The Evaluators are Eurojust post holders and representatives of National Desks (National Member, Deputy or Assistant).</p> <p>The obligation to prevent the conflict of interest is imposed by Art. 61 of Regulation no. 2018/1046 on the financial rules applicable to the general budget of the Union.</p> <p>In addition, prevention and management of conflicts of interest is laid down by Art. 11 of the Staff Regulations (applicable to staff members) and by College Decision 2016-02 (applicable to National Members, their Deputies and Assistants).</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:</p> <ul style="list-style-type: none"> – Eurojust post holders appointed as Evaluators by Administrative Director – National Members their Deputies and Assistants appointed as Evaluators by Administrative Director <p>Data categories:</p> <ul style="list-style-type: none"> – Name and surname – Signature
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>CoI forms with the personal data are stored for duration of five (5) years following the date of the evaluation meeting in which the particular Evaluator took part.</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>Within Eurojust:</p> <ul style="list-style-type: none"> – JITs NS – Administrative Director <p>There are no recipients of the data outside Eurojust.</p>

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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>	No.
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>a) Eurojust post holders responsible for evaluation of JITs funding applications and consequently dealing with CoI have security clearances at least at the level "CONFIDENTIAL";</p> <p>b) All electronic and hard copies of CoI are stored securely in secure systems/archive, with limited access to authorised Eurojust staff only.</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>	<u><i>Data protection notice</i></u>